



**A G E N D A**  
**EXECUTIVE COMMITTEE**

**Tuesday, December 9, 2014, 1:00 p.m., Administration Conference Room**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Chair's Announcements
5. Approval of Minutes of the Regular Meeting of November 6, 2014
6. Correspondence
7. Reports

Foundation President (Ronde Winkler)  
Mutual Administration Director (Carol Weller)  
HR Director (Ruth Smith)  
Executive Director (Randy Ankeny)

8. Shareholder/Member Comments

**9. Unfinished Business**

- a. Amend Policy 4272-20, Vehicle Code (pg. 1)

**10. New Business**

- a. Adopt Policy 2115, Distribution Business Services (pg. 5)
- b. Parliamentarian Training on January 5, 2015
- c. Discussion only – Legal Review of Family Trust
- d. Discussion only – Morale and Productivity Recommendations (pg. 8)
- e. Discussion only – GRF Board of Directors Ethics Policy (pg. 10)

**11. Executive Session**

- a. Personnel Update
- b. Approve Executive Session Minutes

**12. Adjournment**

The next monthly meeting will be held on **January 13, 2015**, at 1:00 p.m., in the Administration Conference Room.

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MEMO

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**TO:** GRF EXECUTIVE COMMITTEE  
**FROM:** RUTH SMITH, HUMAN RESOURCES MANAGER  
**SUBJECT:** NEW POLICY 4272-20, VEHICLE CODE  
**DATE:** NOVEMBER 9, 2014  
**CC:** RANDY ANKENY, EXECUTIVE DIRECTOR

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To ensure, employees have the proper vehicle licensing, registration, and insurance while driving on the Golden Rain Foundation's premises, Policy 4272-20, Vehicle Code, sets forth the parameters for Golden Rain Foundation personnel.

Management recommends the following rules and guidelines for employees to drive on the Golden Rain Foundation premises:

- Employees must have valid driver's license.
- Employees must display valid entry pass or decal.
- Employees must have proof of valid vehicle registration at time of issuance of decal and renewal.
- Employees must have proof of valid vehicle insurance at time of issuance of decal and renewal.
- Employees may not park on trust streets or parking areas with expired registration.
- Employees who are required to operate a Foundation vehicle must be in possession of a valid license while on duty and must have a clear driving record.
- Reference Policy 1920, Traffic Rules and Regulations.

Action by the Executive Committee to recommend the Board approve the amendment of Policy 4272-20, Vehicle Code, is requested.

**PERSONNEL**

**CONDITION OF EMPLOYMENT**

**Vehicle Code**

1. All employees who drive a personal vehicle on the Golden Rain Foundation premises must have a valid driver's license and display a valid Golden Rain Foundation parking tag or decal in their window or on their dashboard.
2. Removable rear view mirror parking tags will be issued to resident employees and to non-resident part-time employees for use during working hours. Full-time non-resident employees will be issued a decal.
3. At the time of hire, Human Resources will coordinate the issuance of a parking tag or decal for the new employee with Security personnel.
4. At time of issuance and at the time of renewal thereafter, proof of a valid driver's license, vehicle registration, and valid vehicle insurance will be required and verified by Security personnel.
5. Employees may not drive and/or park a vehicle on trust streets or parking areas with an expired registration.
6. Upon cessation of employment, Human Resources will coordinate the return of the parking tag to the Security department. If the employee has a vehicle decal, the decal will be removed by Security personnel.
7. Employees who are required to operate a Foundation vehicle in the course of their assigned duties are required to have a clear driving record and a valid California driver's license in their possession during work hours.
8. Other vehicle and pedestrian rules and regulations as defined in Community Operations Policy 1920, Traffic Rules and Regulations, and Policy 1925, Traffic Rules and Regulations – Enforcement on Trust Property will apply if specific to employees.

**Policy**

Adopted: XX XXX XX

**GOLDEN RAIN FOUNDATION**  
**Seal Beach, California**

## PERSONNEL

### CONDITION OF EMPLOYMENT

#### Vehicle Code

1. All employees who drive a personal vehicle on the Golden Rain Foundation premises must have a valid driver's license and display a valid Golden Rain Foundation ~~pass parking tag~~ or decal in their window or on their dashboard.
2. Removable rear view mirror parking tags will be issued to resident employees and to non-resident part-time employees for use during working hours. Full-time non-resident employees will be issued a decal.
- ~~2. When an employee is hired, a temporary passes will be issued which will admit the employee to the premises for the first three (3) months of employment (orientation period.)~~
- ~~3. After completion of the three (3) months, the employee will be given an identification decal which the Security Department will affix to the vehicle's windshield.~~
3. At the time of hire, Human Resources will coordinate the issuance of a parking tag or decal for the new employee with Security personnel.
4. At time of issuance ~~of the pass or decal~~ and at the time of renewal thereafter, proof of a valid driver's license, vehicle registration, and valid vehicle insurance will be required and verified by Security personnel.
5. Employees may not drive and/or park a vehicle on trust streets or parking areas with an expired registration.
6. Upon cessation of employment, Human Resources will coordinate the return of the parking tag to the Security department. If the employee has a vehicle decal, ~~The vehicle decal~~ the decal will be removed ~~upon cessation of employment~~ by a Security personnel ~~Officer.~~
7. Employees who are required to operate a Foundation vehicle in the course of their assigned duties are required to have a clear driving record and a valid California driver's license in their possession during work hours.
8. Other vehicle and pedestrian rules and regulations as defined in Community Operations Policy 1920, Traffic Rules and Regulations, and Policy 1925, Traffic Rules and Regulations – Enforcement on Trust Property will apply if specific to employees.

PERSONNEL

CONDITION OF EMPLOYMENT

Vehicle Code

**Policy**  
Adopted: XX XXX XX

**GOLDEN RAIN FOUNDATION**  
**Seal Beach, California**



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**MEMO**

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**TO:** EXECUTIVE COMMITTEE  
**FROM:** COURTNEY KNAPP, STOCK TRANSFER AGENT  
**SUBJECT:** ADOPT POLICY 2115, DISTRIBUTION BUSINESS SERVICES  
**DATE:** DECEMBER 9, 2014  
**CC:** EXECUTIVE DIRECTOR  
MUTUAL ADMINISTRATION DIRECTOR  
CONTROLLER

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The Distribution Office provides photocopying and other business services for Foundation members, clubs and Mutual corporations during operating hours. To be consistent with similar services at the Library and to reflect operating practices, it is suggested Policy 2115, Distribution Business Services, be adopted.

If adopted by the Golden Rain Foundation Board of Directors in December, the policy will go into effect January 1, 2015. Information on the updated prices and services will be posted in the *Golden Rain News* and at the Distribution Office in advance.

Action by the Executive Committee to recommend the GRF Board of Directors adopt Policy 2115, Distribution Business Services, to reflect the information as stated above and on the accompanying draft, is requested.

/cmk  
Attachments

**ADMINISTRATION****MUTUAL ADMINISTRATION****DRAFT TO ADOPT****Distribution Business Services**

Photocopying and other business services are available in the Distribution Office for Foundation members and Mutual corporations during operating hours.

<b><u>Type of Copies</u></b>	<b><u>Type of Paper</u></b>	<b><u>Cost</u></b>
Black & White	white, 8 ½ x 11 or 8 ½ x 14 only	\$0.10 per page
Black & White	colored paper - in stock, limited variety	\$0.15 per page
Black & White	colored paper – shareholder provided	\$0.10 per page
Color	white, 8 ½ x 11 or 8 ½ x 14 only	\$0.15 per page

**Other Services****Cost**

Stapled copies	no charge
Folding	\$2 flat fee

The photocopying of books is not permitted.

The photocopying of copyrighted material is not permitted. Examples of copyrighted material include newspapers, magazines, photos, and sheet music.

The photocopying of materials is at owner's risk.

Payments will be collected at the Distribution Office. Acceptable forms of payment are cash and checks made out to Golden Rain Foundation.

There is a 500 page limit for black & white copies.

There is a 250 page limit for color copies. Payment for color copies will be collected at the Distribution Office and copies will be made by Foundation personnel in the Administration copy room when time permits.

**Mutual Corporation Copy Service**

The Mutual corporations carry accounts with the GRF Finance Department and may

(month year)

**ADMINISTRATION**

**MUTUAL ADMINISTRATION**

**DRAFT TO ADOPT**

**Distribution Business Services**

make copies in the Distribution Office without making immediate payment. A log of charges will be forwarded monthly to the Finance Department and will include the name of the director who requested the copies, the date, number of pages, copy charges, and a copy of the document that was duplicated.

The Finance Department will bill the Mutuals quarterly.

Community organizations and clubs are not permitted to carry accounts for copy service, with the exception of the Golden Age Foundation.

**Policy**

Adopted:    day month year

**GOLDEN RAIN FOUNDATION  
Seal Beach, California**

(month year)



**BOARD OF DIRECTORS – GOLDEN RAIN FOUNDATION  
EXECUTIVE COMMITTEE, MORALE AND PRODUCTIVITY RECOMMENDATIONS**

**Company Wide Changes – Continue to Increase Employee Morale and Productivity. The processes started by the Executive Director and Human Resources Director have started this process and continued improvement is needed.**

- Support ice cream socials or equivalent led by Board Members on a quarterly basis for all staff to say *Thank You* and show appreciation.
- Send hand written thank you cards to staff from Board President and Executive Director when we receive a “good job” letter for an employee.
- **Change the sometimes negative attitude to an attitude that supports respect toward employees.** This will take the courage and strength of the Officers to start this change but by showing respect in every meeting, change will take place. Certain negative words when said in a public forum do take on a life of their own and this type of talk needs to be eliminated.
- Support the Executive Committee, Executive Director and Human Resources Director as we create a performance management system that allows the Executive Director to approve bonuses, in accordance with the approved budget and provide notice to the Executive Committee, to deserving employees whose salaries are at their maximum. 50% at review time and 50% at anniversary time to promote longevity and loyalty with the understanding that we will stay within the salary and benefits budget. Also, allow Executive Director to approve merit increases to deserving employees whose salaries are within their ranges, again, staying within the salary and benefits budget and approved range. These decisions with the exception of management level positions should be at Executive Director’s discretion based on established policies as approved by the Board and accordance with the approved budget.

**Board – Support Management and our Employees. We are one team.**

- Let Managers manage within the realms of our established policies and procedures. The Board needs to expect and invite feedback from staff (Executive Director and Departmental Heads) when Board Members begin to micromanage in order to help bring this awareness so they can improve in this area. The Executive Director needs to agree to adhere to these rules as well and give this feedback without fear of reprisal.
- Figure out a way to respond to derogatory shareholder comments regarding staff, their salaries and their performance either by responding at the end of each Board Meeting. Board response needs to show support, respect and value towards employees. (Recognizing employees at the Board Meeting for service awards has been a great success and employees appreciate it.) Once a few employees hear that the Board is supporting them, word of mouth will spread the news quickly.
- Board needs to show support of their decisions that were passed by a vote of the board.
  - Example: Change how the Board talks about Jenark. Although staff selected this software package, the Board supported staff by voting to purchase the software. The Board needs to adapt the mentality that once the Board, as a group, passes a motion, regardless of how each individual Board Member had voted, they need to support the Board's collective decisions.
  - Example: The Board voted and approved the second floor administration remodel. The Board needs to defend the Executive Director when shareholders comment

about the administration remodel in a derogatory way and accuse him of spending too much money.

- Work collectively to develop a code of conduct to which Board Members must adhere in order to promote positive behavior and attitude toward employees.

### **Management**

- Move forward with the idea of conducting team building sessions each year with Committee Chairs and reporting Managers to allow for better working relationships between the groups. This is especially critical when new Committee Chairs are appointed but shouldn't just be limited to once a year.
- Have a meeting with the President and Managers where the President encourages Managers to express their thoughts and ideas and conveys to staff that staff is valued and appreciated.
- Limit Manager contact with Board Members. Only Committee Chairs should have contact with their reporting Managers and no other Board Member other than the President should be in contact with staff. If a non-Committee Chair has a question or wants information, this request should go through the Executive Director, the Committee Chair, or the President.

### **Our Culture**

The culture as it exists today, did not evolve overnight. As such, a new culture will need to be built over time. Working with the support of the Board, the Executive Committee would like to see the progression to the new culture of mutual respect and a "One Team" atmosphere. Changing our culture to one of respect and appreciation will allow employees to feel part of this community. This translates into a caring work force that will have higher levels of customer service, be more productive, and be safer in what they do. In the end, this type of culture will save the Foundation money.

"You don't win because you do one thing right or two things right. You win because you do 1,000 little things right throughout the year." *Susan Butcher, American Dog Musher*

If the Board and Management can do 1,000 little things right throughout the year for its employees, all of us should see an evolution towards a more positive work environment as well as a discovery of hidden talents possessed by our team members.

# ETHICS POLICY

The GRF Board of Directors has adopted the following ethics policy for its board members. This policy is intended to provide guidance with ethical issues and a mechanism for addressing unethical conduct.

## A. BOARD RESPONSIBILITIES

The general duties for directors are to enforce the association's governing documents, collect and preserve the association's financial resources, insure the association's assets against loss, and keep the common areas in a state of good repair. To fulfill that responsibility, directors must:

- regularly attend board meetings,
- review material provided in preparation for board meetings,
- review the association's financial reports, and
- make reasonable inquiry before making decisions.

## B. PROFESSIONAL CONDUCT

In general, directors must conduct all dealings with vendors, employees and Shareholder/Members with honesty and fairness, and safeguard information that belongs to the association.

1. Self-Dealing. Self-dealing occurs when directors make decisions that materially benefit themselves or their relatives at the expense of the association. "Relatives" include a person's spouse, parents, siblings, children, mothers and fathers-in-law, sons and daughters-in-law, brothers and sisters-in-law and anyone who shares the person's residence. Benefits include money, privileges, special benefits, gifts or other item of value. Accordingly, no director may:

- solicit or receive any compensation from the association for serving on the board,
- make promises to vendors unless with prior approval from the board,
- solicit or receive, any gift, gratuity, favor, entertainment, loan, or any other thing of value for themselves or their relatives from a person or

company who is seeking a business or financial relationship with the association,

- seek preferential treatment for themselves or their relatives,
- use association property, services, equipment or business for the gain or benefit of themselves or their relatives, except as is provided for all members of the association.

2. Confidential Information. Directors are responsible for protecting the association's confidential information. As such they may not use confidential information for the benefit of themselves or their relatives. Except when disclosure is duly authorized or legally mandated, no director or committee member may disclose confidential information. Confidential information includes, without limitation:

- private personal information of fellow directors,
- private personnel information of the association's employees,
- disciplinary actions against members of the association,
- assessment collection information against members of the association, and
- legal disputes in which the association is or may be involved--directors may not discuss such matters with persons not on the board without the prior approval of the association's legal counsel. Failure to follow these restrictions could constitute a breach of the attorney-client privilege and loss of confidential information.

3. Misrepresentation. Directors may not knowingly misrepresent facts. All association data, records and reports must be accurate and truthful and prepared in a proper manner.

4. Interaction with Employees. To ensure efficient management operations, avoid conflicting instructions from the board to management and avoid potential liability, directors shall observe the following guidelines:

- The president of the board shall serve as liaison between the board and management and provide direction on day to day matters.
- Directors may not give direction to management, employees or vendors.

- Directors may not contact management after hours unless there is an emergency representing a threat of harm to persons or property.
- If directors are contacted by employees with complaints, the employees shall be instructed to contact management or the board as a whole.
- No director may threaten or retaliate against an employee who brings information to the board regarding improper actions of a director.
- Directors are prohibited from harassing or threatening employees, vendors, other directors, and Shareholder/Members, whether verbally, physically or otherwise.

5. Proper Decorum. Directors are obligated to act with proper decorum. Although they may disagree with the opinions of others on the board, they must act with respect and dignity and not make personal attacks on others. Accordingly, directors must focus on issues, not personalities and conduct themselves with courtesy toward each other and toward employees, vendors and Shareholder/Members of the association. Directors shall act in accordance with board decisions and shall not act unilaterally or contrary to the board's decisions.

### **C. WHEN CONFLICTS OF INTEREST ARISE**

Situations may arise that are not expressly covered by this policy or where the proper course of action is unclear. Directors should immediately raise such situations with the board. If appropriate, the board will seek guidance from the association's legal counsel.

1. Disclosure & Recusal. Directors must immediately disclose the existence of any conflict of interest, whether their own or others. Directors and committee members must withdraw from participation in decisions in which they have a material interest.

2. Violations of Policy. Directors who violate the association's ethic's policy are deemed to be acting outside the course and scope of their authority. Anyone in violation of this policy may be subject to immediate disciplinary action, including, but not limited to:

- censure,
- removal from committees,

- removal as an officer of the board,
- request for resignation from the board,
- recall by the membership, and
- legal proceedings.

Prior to taking any of the actions described above, the board shall appoint an executive committee to investigate the violation. The committee shall review the evidence of violation, endeavor to meet with the director believed to be in violation, confer with the association's legal counsel, and present its findings and recommendations to the board for appropriate action. The board shall endeavor to meet with the director in executive session prior to imposing disciplinary action against that person

I have read the above Ethics Policy. I pledge to act in accordance with my obligations as described above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_