



## EXECUTIVE COMMITTEE MINUTES

**Tuesday, January 13, 2015 – 1:00 p.m., Administration Conference Room**

The meeting of the Executive Committee was held on Tuesday, January 13, 2015. The meeting was called to order at 1:00 p.m. by Chair Damoci in the Administration Conference Room, followed by the Pledge of Allegiance, led by Courtney Knapp, Stock Transfer Agent.

### **ROLL CALL**

Present:      Mrs. C. Damoci, Chair      Ms. L. Stone  
                    Mr. B. Lukoff                      Ms. R. Winkler  
                    Mr. P. Moore                      Mrs. M. Wood  
                    Ms. K. Rapp

Staff and      Mr. R. Ankeny, Executive Director  
Guests:        Ms. R. Smith, Human Resources Director  
                    Ms. C. Weller, Mutual Administration Director  
                    Ms. C. Knapp, Stock Transfer Agent  
                    Mrs. Bennett, Recording Secretary

Mr. J. DeMarco, GRF Representative, Mutual Two  
Mr. S. McGuigan, GRF Representative, Mutual Eight  
Mrs. J. Reed, GRF Representative, Mutual Four  
Ms. P. Snowden, GRF Representative, Mutual Two  
Three Foundation Members

### **CHAIR'S ANNOUNCEMENTS**

The Chair welcomed the guests, committee members and staff, and reviewed meeting protocol. The Chair stated that 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 4<sup>th</sup> 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 four 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 January.



## **MINUTES**

The regular meeting minutes of December 9, 2014 were accepted by the Chair of the Executive Committee, as written.

## **REPORTS**

### **Mutual Administration Director**

The Mutual Administration Director presented her report, as attached.

### **Human Resources Director**

The Human Resources Director presented her report, as attached.

### **Executive Director**

The Executive Director did not present a report.

### **Architectural Review and Design Sub-committee**

The Chair of the Architectural Review and Design (ARD) Sub-committee announced that Mrs. Reed will become Chair of the Sub-committee, effective immediately.

### **Emergency Preparedness Sub-committee**

The Chair of the Emergency Preparedness Sub-committee reported that the Sub-committee last met on October 24, 2014; the next meeting will be on January 23, 2015, at 1:00 p.m., in the Administration Conference Room.

### **Mutual Administration Sub-committee**

The Chair of the Executive Committee announced that the first meeting of the Mutual Administration Sub-committee will take place on Thursday, January 29, at 1:00 p.m., in the Administration Conference Room. The members of the Sub-committee will be Phil Hood, Joy Reed, Linda Stone, Ronde Winkler and Mary Wood.

## **FOUNDATION MEMBERS/SHAREHOLDERS COMMENTS**

No Foundation members/shareholders offered any comments.



## **UNFINISHED BUSINESS**

### **Amend Policy 5165-33, Mutual Administration Committee**

Policy 5165-33, Mutual Administration Committee, sets forth the organization and responsibilities of the Mutual Administration Committee. The following amendments were recommended:

- Add "Social Services" to the areas of policy and operational procedure to be reviewed by the Mutual Administration Committee,
- Move "Management Agreements" before "Trust Agreement" in the Duties and Responsibilities section of Policy 5165-33, and
- Refer recommendations for fees to the Finance Committee.

After discussion, Mrs. Damoci MOVED, seconded by Ms. Rapp and carried unanimously-

**TO** recommend the Board amend Policy 5165-33, Mutual Administration Committee.

## **NEW BUSINESS**

### **Policy 2121, Escrow Accounting Procedure – Discussion Only**

Policy 2115, Distribution Business Services, seeks to establish the breadth of services offered by the Distribution Office, to become effective January 2015. After discussion, the Executive Committee concurred to refer Policy 2121, Escrow Accounting Procedure to the Mutual Administration Sub-committee in July, 2015.

### **Election Materials - Discussion Only**

In accordance with Policy 5025, Election Procedures, the Executive Committee is charged with reviewing the election materials prior to the distribution of these items. The following items were reviewed: Candidate Instructions, Application for Candidacy, Article "How to be a Candidate on the GRF Board for Uneven-Numbered Mutuels," and the 2015 Schedule for Election of GRF Directors Representing Uneven-Numbered Mutuels.

After review and discussion, The Executive Committee concurred to consult attorney Jeffrey Beaumont regarding questions pertaining to compliance to the Bylaws and Civil Code, prior to accepting the election materials.

### **Rescind Policy 5601, Open Board Meetings**

Policy 5601, Open Board Meetings, sets forth the meeting date of the Golden Rain Foundation open Board meetings and reflects its current meeting schedule; the policy is unnecessary.



Ms. Stone MOVED, seconded by Mrs. Wood and carried unanimously-

**TO** rescind Policy 5601, Open Board Meetings.

Rescind Policy 5570, Resales

Policy 5570, Resales, establishes the obligation of Charles Briskey Real Estate, Inc. to employ necessary sales personnel to carry out an active resales program for the Golden Rain Foundation. This policy is no longer applicable; Charles Briskey Real Estate, Inc. has an individual contract with the Golden Rain Foundation.

Mrs. Stone MOVED, seconded by Mrs. Wood and carried unanimously –

**TO** rescind Policy 5570, Resales.

Approve New Position Descriptions 3491.1-37 , 3491.2-37, 3491.3-37 , 3491.4-37, 3490.1-37

Mr. Moore MOVED, seconded by Ms. Stone and carried unanimously –

**TO** approve New Position Descriptions:  
3491.1-37 – Security Officer 1,  
3491.2-37 – Security Officer 2,  
3491.3-37 – Security Officer 3,  
3491.4-37 – Lead Security Officer/Trainer;  
3490.1-37 – Watch Commander.

Website Ad Hoc Committee

The Chair of the Executive Committee announced the formation of a Leisure World Website Ad Hoc Committee to be chaired by Ms. Stone and include members GRF Representatives Mr. McGuigan, Mr. Lukoff, Mr. Reed, Mr. DeMarco, shareholder Margaret Gillon, Media Manager Mr. Cox, and ITS Manager Mr. Perez.

Ms. Stone MOVED, seconded by Mrs. Winkler and carried unanimously –

**TO** recommend the Board approve the formation of a Leisure Website Ad Hoc Committee.

Employee Handbook

The Executive Committee concurred to review the Employee Handbook for discussion and approval at the February 10, 2015 Executive Committee meeting.



**COMMITTEE MEMBER COMMENTS**

Eight Committee members spoke on the Security Department job descriptions and the Ohio State Buckeyes.

The Chair asked for a motion for the Committee to go into Executive Session.

Mrs. Damoci MOVED, seconded by Ms. Stone and carried unanimously –

**TO** go into Executive Session.

The guests were excused at 3:20 p.m.

During Executive Session, the members discussed personnel matters.

The Committee returned to Regular Session at 4:53 p.m.

**ADJOURNMENT**

The Chair adjourned the meeting at 4:54 p.m.

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Carole Damoci, Chair  
EXECUTIVE COMMITTEE  
1.16.15/dfb