



**EXECUTIVE COMMITTEE MINUTES**  
**Friday, March 11, 2016**

The meeting of the Executive Committee was held on Friday, March 11, 2016. 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 Mrs. Reed.

**ROLL CALL**

Present:	Mrs. C. Damoci, Chair	Mrs. J. Reed, Corporate Secretary
	Mr. B. Lukoff	Ms. L. Stone, Treasurer
	Ms. K. Rapp	Ms. R. Winkler, Ex-Officio (left at 3:05 p.)
Absent:	Mr. P. Hood	
Staff and Guests:	Mr. R. Ankeny, Executive Director	
	Ms. C. Flynn, Human Resources Director	
	Ms. B. Shuler, Finance Manager	
	Ms. C. Knapp, Stock Transfer Supervisor	
	Mrs. D. Bennett, Recording Secretary	
	Mrs. L. Perrotti, GRF Representative, Mutual One	
	Ms. P. Snowden, GRF Representative, Mutual Two	
	Mr. P. Pratt, GRF Representative, Mutual Two	
	Mrs. M. Doderio, GRF Representative, Mutual Nine	
	Mr. S. McGuigan, GRF Representative, Mutual Eight	
	Mr. P. Friedman, GRF Representative, Mutual Fifteen	
	Three Foundation Members	

**CHAIR'S ANNOUNCEMENTS**

The Chair welcomed and introduced Foundations members, guests and staff.

By unanimous consent, the Chair 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 Golden Rain Foundation Board of Directors (GRF BOD) 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 BOD 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 at the meeting in April.

### **CHAIR'S ANNOUNCEMENTS**

The Chair introduced the Executive Director, the Human Resources Director, the Finance Manager, the Stock Transfer Supervisor and the Recording Secretary.

The Chair reviewed the meeting rules and asked that courtesy and respectfulness be acknowledged at all times. The Chair respectfully requested the committee members wait to be called on.

### **APPROVAL OF COMMITTEE MINUTES**

The minutes of February 12, 2016 were approved, as written.

### **SHAREHOLDER/MEMBER COMMENTS (AGENDA ITEMS ONLY)**

One shareholder/members spoke on agenda topics.

### **CORRESPONDENCE**

The Committee discussed correspondence received from the Where We Live Club pertaining to the Club's wish list. The Committee also discussed correspondence from Denis Craig, pertaining to the 4000 policy series.

Ms. Rapp MOVED, seconded by Ms. Stone and carried unanimously by the Committee Members present-

**TO** request opinion from labor attorney Gregory Wolfson on posting employee-related policies and the Employee Handbook on the Leisure World web site.

### **UNFINISHED BUSINESS**

#### **By laws**

Upon discussion, the Committee reached consensus to request a conference call with corporate counsel, in an open session of the GRF BOD meeting, to discuss amendments to the by-laws.

## Employee Handbook, Proposed Revision

The Committee members, Executive Director and Human Resources director discussed proposed revisions to the Employment of Foundation Directors, Spouses/Others to Avoid Potential Conflict of Interest section of the Employee Handbook.

Mr. Lukoff MOVED, seconded by Ms. Stone and carried unanimously-

**TO** make no amendments to the Employee Handbook.

## **NEW BUSINESS**

### Job Descriptions/Title Changes

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

**TO** amend the position description/title of the Mutual Administration Assistant Manager to Mutual Administration Manager

Mrs. Reed MOVED, seconded by Ms. Rapp and carried unanimously -

**TO** amend the position description/title of the Recreation Supervisor to Recreation Manager

Ms. Stone MOVED, seconded by Ms. Rapp and carried unanimously -

**TO** amend the position description/title of the Assistant Recreation Supervisor to Recreation Supervisor

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

**TO** amend the position description/title of the Accounting Supervisor to Finance Manager.

### Master Planning – Emergency Preparedness – discussion only

Upon discussion, the Committee reached consensus to address this topic at the April Committee meeting.

The Chair called for a break at 2:22 p.m.; the meeting resumed at 2:27 p.m.

### Employee Medical Deductible Fund – discussion only

Upon discussion, the Committee requested that the Human Resources Director present additional information at the April Committee meeting.

Employee Holiday Fund – discussion only

Mr. Lukoff MOVED, seconded by Ms. Stone and carried unanimously by the Committee members present -

TO direct the Executive Director to present a plan of action at the April Committee meeting.

Marking Board Directors' Mailboxes

The Recording secretary will revise the form and distribute to the GRF BOD.

**POLICIES**

Amend Policy 1022-30, Petitions

The Chair proposed amending Policy 1022-30, Petitions; upon discussion, the Committee reached consensus to further revise the Policy.

Policy 5080-30, Master Plan of GRF – discussion only

The Committee reached consensus to make a motion at the March GRF BOD meeting to add discussion of Policy 5080-30, Master Plan of GRF to the March GRF BOD meeting agenda.

**SUB-COMMITTEE REPORTS**

Emergency Planning Sub-Committee

The Chair of the Sub-committee recapped the previous sub-committee meeting and announced the next meeting of March 26. Revisions to the Red Book should be directed to the Safety/Emergency Coordinator. The Executive Committee will review the Red Book, prior to distribution after amendment, and make recommendation to the GRF BOD.

**STAFF REPORTS**

Human Resources Director

The Human Resources Director presented her report, as attached.

Finance Manager

The Finance Manager presenter her report, as attached.

Executive Director

The Executive Director spoke on the Publication Manager position description, Security Department staffing, and Building Five.

**ADJOURNMENT**

The meeting was adjourned at 4:10 p.m.

A handwritten signature in cursive script that reads "Carole Damoci". The signature is written in black ink and is positioned above a horizontal line.

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Carole Damoci  
Chair, Executive Committee  
03.11.16/dfb

**RECAP OF MOTIONS AND ACTIONS TAKEN AT THE EXECUTIVE COMMITTEE  
MEETING ON MARCH 11, 2016**

**MOTIONS**

- By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with;
- **TO** request opinion from the labor attorney regarding posting employee-related polices and the Employee Handbook on the Leisure World web site;
- **TO** make no amendments to the Employee Handbook;
- **TO** amend the position description/title of the Mutual Administration Assistant Manager to Mutual Administration Manager;
- **TO** amend the position description/title of the Recreation Supervisor to Recreation Manager;
- **TO** amend the position description/title of the Assistant Recreation Supervisor to Recreation Supervisor;
- **TO** amend the position description/title of the Accounting Supervisor to Finance Manager;
- **TO** direct the Executive Director to present a plan of action, pertaining to the Employee Holiday fund, at the April meeting;

**ACTIONS**

- The Committee reached consensus to request a conference call with corporate counsel, in open session of the GRF BOD, to discuss amendment of the by-laws;
- The Committee reached consensus to address Master Planning – Emergency Preparedness at the April meeting;
- The Committee reached consensus to further revise Policy 1022-30, Petition;
- The Committee reached consensus make a motion at the March GRF BOD meeting to add discussion of Policy 5080-30, Master Plan of GRF to the agenda;
- The Recording Secretary will revise and distribute to the GRF BOD surveys indicating their preferences for electronic and/or printed committee and Board materials.