



EXECUTIVE COMMITTEE MINUTES
Friday, August 11, 2017

The meeting of the Executive Committee was held on Friday, August 11, 2017. 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 Ms. L. Stone, President Mr. B. Lukoff	Mrs. L. Perrotti Ms. K. Rapp Mrs. J. Reed, Corporate Secretary
Absent:	Ms. S. Hopewell	
Staff and Guests:	Mr. R. Ankeny, Executive Director Ms. C. Miller, Director of Finance Ms. C. Flynn, Director of Human Resources Mrs. D. Bennett, Recording Secretary Mr. R. Stone, GRF Representative, Mutual One Ms. P. Snowden, GRF Representative, Mutual Two Ms. R. Winkler, GRF Representative, Mutual Ten Ms. S. Fekjar, GRF Representative, Mutual Mr. P. Moore, GRF Representative, Mutual Seventeen One Foundation Member	

CHAIR'S ANNOUNCEMENTS

The Chair welcomed and introduced Foundations members, guests and staff and provided an update on the ID Replacement project.

By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with; there was not a quorum of the Golden Rain Foundation Board of Directors (GRF BOD).

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 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 at the meeting in September.

CHAIR'S ANNOUNCEMENTS

The Chair introduced Executive Director Randy Ankeny, Director of Finance, Carolyn Miller, Human Resources Director Cindy Flynn, Finance Manager Barbara Schuler and Recording Secretary Deanna Bennett.

CHAIR'S REPORT

The Chair removed agenda items 7.a. Bylaws and 10.a.ii. Amend Policy 1220-30, Resident Specialists from today's agenda.

APPROVAL OF COMMITTEE MINUTES

The minutes of July 14 and July 20, 2017 were approved, as presented.

SHAREHOLDER/MEMBER COMMENTS (AGENDA ITEMS ONLY)

No shareholder/members spoke on agenda topics.

CORRESPONDENCE

No items of correspondence were received by the Committee.

OLD BUSINESS

Bylaws (This item was removed by the Committee Chair).

NEW BUSINESS

2018 Budgets – Cost Centers 20, 22, 29, 30, 55

Ms. Rapp MOVED, seconded by Ms. Stone and carried unanimously by the Committee members present –

TO recommend the Finance Committee approve the proposed 2018 Budgets for Cost Centers 20, 22, 29, 30, 55, as amended (increase Litigation amount to \$25,000).

Additional Staffing – Recreation Department

Due to the growing number special events organized and hosted by the Recreation Department, there has been a very heavy demand on existing staff to handle all of the requirements needed to assure that all of the trip advertisements, event list management,

ticket sales and hosting of the events, with at times more than one large bus per trip, is handled properly. This position would be on a flex schedule and would provide staffing for on-site events, vacation relief, assist in addressing Club issues and reservations and routine duties, to ensure a quality experience by the Shareholders. The annual expense for this additional position is \$45,600, per year, including benefits and taxes.

The Committee concurred to forward to Finance Committee and Board of Directors the request to add one FTE Clerical Position, to Cost Center 40, at an annual expense of \$45,600, per year, including benefits and taxes.

Acceleration of Hiring Additional Inspector

To keep pace with the amount of requests pertaining to Mutual and Shareholder projects, it is necessary to add an additional inspection staff position to the Physical Property Department to address the additional need for permits, contract work, inspection requests, escrow-related tasks and construction management.

Ms. Rapp MOVED seconded by Mrs. Reed and carried unanimously by the Committee members present -

TO recommend the Finance Committee approve the request for unbudgeted funds to add one FTE Building Inspector, to Cost Center 70, beginning in September 2017.

Position Description Amendments

The Committee concurred to accept the amendment to the Recreation Director position description, as presented in the agenda packet.

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

TO rescind position description 3893.1-36, General Office/Classified Salesperson.

The Committee concurred to adopt position description 3893.2-36, Media Administrative Assistant position description, as presented in the agenda packet.

The Committee concurred to amend the Assistant to the Executive Coordinator position description, as presented in the agenda packet.

Director Training

The Committee requested the Executive Director discuss types of director training at the January 2018 Committee meeting.

Election Schedule

The Executive Director will bring election policies to the next Executive Committee for review.

POLICIES

Amend Policy 1021-30, Posting of Signs on Trust Property

The Committee concurred to refer Policy 1021-30, Posting of Signs on Trust Property to the Policy Re-write Sub-committee.

Amend Policy 1220-30, Resident Specialists

This policy was removed from the agenda packet.

Amend Policy 5041-30, Real Property Acreage

Ms. Reed MOVED, seconded by Ms. Rapp and carried unanimously by the Committee members-

TO recommend the GRF BOD accept amendment to Policy 5041-30, Real Property Acreage.

Amend Policy 5155-30, Plan Investment Administrative Committee

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

TO recommend the GRF BOD accept amendment to Policy 5155-30, Plan Investment Administrative Committee.

Rescind Policy 5518-30

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

TO recommend the GRF BOD rescind Policy 5518-30, Contract Procedures.

Amend Policy 5110-30, Committee Charter

The Policy will be reviewed at the September Committee meeting.

SUBCOMMITTEE REPORTS

Ms. Snowden, the Liaison to the Emergency Council, reported the activities of the Council. The Safety Coordinator and a representative from the Radio Club will be invited to attend the September Committee training.

STAFF REPORTS

Human Resources Director

The Executive Director presented the Human Resources report, as attached.

Finance Manager

The Finance Manager presented the Finance Manager's report, as attached.

Executive Director

The Executive Director on reported on subjects pertaining to the community.

MEMBER COMMENTS

One member spoke on various items pertaining to the Committee's area of purview.

COMMITTEE MEMBERS

Five Committee members spoke on topics related to today's Committee meeting.

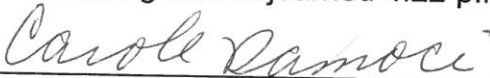
The Chair called for a five minute break 3:19 p.m.

Ms. Rapp MOVED, seconded by Mrs. Reed and carried unanimously by the Committee members

TO go into Executive Session.

ADJOURNMENT

The meeting was adjourned 4:22 p.m.



Carole Damoci
Chair, Executive Committee
08.11.17

**RECAP OF MOTIONS AND ACTIONS TAKEN AT THE EXECUTIVE COMMITTEE
MEETING ON July 14, 2017**

ACTIONS

- By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with;
- The minutes of July 14 and July 20 were approved, as presented;
- The Committee concurred to forward to Finance Committee and Board of Directors the request to add one FTE Clerical Position, to Cost Center 40, at an annual expense of \$45,600, per year, including benefits and taxes.
- The Committee concurred to accept the amend the Recreation Director position description, as presented in the agenda packet.
- The Committee concurred to adopt position description 3893.2-36 Media Administrative Assistant position description, as presented in the agenda packet.
- The Committee concurred to amend the Assistant to the Executive Coordinator position description, as presented in the agenda packet.
- The Committee concurred to refer Policy 1021-30, Posting of Signs on Trust Property to the Policy Re-write Sub-committee.

MOTIONS

- **TO** recommend the Finance Committee approve the proposed 2018 Budgets for Cost Centers 20, 22, 29, 30, 55, as amended.
- **TO** recommend the Finance Committee approve the request for unbudgeted funds to add one FTE Building Inspector, to Cost Center 70, beginning in September 2017.
- **TO** rescind position description 3893.1, General Office/Classified Salesperson.
- **TO** recommend the GRF BOD accept amendment to Policy 5041-30, Real Property Acreage.
- **TO** recommend the GRF BOD accept amendment to Policy 5155-30, Plan Investment Administrative Committee.
- **TO** recommend the GRF BOD accept amendment to Policy 5518-30, Contract Procedures.