



EXECUTIVE COMMITTEE MINUTES
Friday, October 14, 2016

The meeting of the Executive Committee was held on Friday, October 14, 2016. The meeting was called to order at 1:00 p.m. by Chair Stone, in the Administration Conference Room, followed by the Pledge of Allegiance led by Mrs. Reed.

ROLL CALL

Present: Ms. L. Stone, Chair Mr. P. Moore
Mrs. C. Damoci, President Ms. K. Rapp
Mr. P. Hood Mrs. J. Reed, Corporate Secretary

Absent: Mr. B. Lukoff

Staff and Guests: Mr. R. Ankeny, Executive Director
Ms. B. Shuler, Manager of Finance
Ms. C. Flynn, Human Resources Director
Mr. M. Weaver, Facilities Director
Mr. R. Gonzalez, Facilities Manager
Mr. E. Gomez, Emergency/Safety Coordinator
Mr. D. Fabian, ITS Systems Analyst
Mrs. D. Bennett, Recording Secretary
Mr. R. Stone, GRF Representative, Mutual One
Ms. P. Snowden, GRF Representative, Mutual Two
Ms. S. Hopewell, GRF Representative, Mutual Six
Two 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; there was not a quorum of the Golden Rain Foundation Board of Directors (GRF BOD).

CHAIR'S ANNOUNCEMENTS

The Chair introduced the Executive Director, the Finance Manager, Human Resources Director, the Facilities Director, the Facilities Manager, the ITS Systems Analyst, the Safety/Emergency 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 September 15, 2016 were approved, as amended.

SHAREHOLDER/MEMBER COMMENTS (AGENDA ITEMS ONLY)

One shareholder/member spoke on agenda topics.

CORRESPONDENCE

No correspondence was received by the Executive Committee.

OLD BUSINESS

Policy Renumbering on Website

ITS Systems Analyst presented the renumbering of the GRF Policies on the website.

The Committee concurred to move forward with the Policy Renumbering on the Website.

By-laws

The Committee agreed to discuss the by-laws at a future meeting.

Salary Survey Update

The Facilities Director and the Facilities Manager, by invitation by the Executive Committee, discussed the salary survey data, provided by the Human Resources Director, with the Committee.

NEW BUSINESS

Service Maintenance Staff Levels – Discussion

The topic was discussed under the Salary Survey Update agenda item.

Chairpersons' Role Description – Discussion

The Committee concurred to schedule an Executive Committee work study meeting to further discuss the Chairpersons' Role Description.

POLICIES

Rescind Policy 5101-30, Limitation of Term-Standing Committee Chairman

The Committee concurred to refer 5101-30, Limitation of Term-Standing Committee Chairman, to the Policy Re-write Committee for review.

SUBCOMMITTEE REPORTS

Emergency Preparedness Sub-committee

Mr. Gomez reported that the Sub-committee didn't meet last month, but he presented a draft of the Shareholder, Mutual & GRF Emergency Preparedness document, explaining how to prepare for an emergency. The document will be presented to the Emergency Preparation Council; he will report how it is received by the Council at the next Executive Committee meeting.

Emergency Council Report

Ms. Snowden, the Liaison to the Emergency Council, reported only two Mutuals are not represented on the Council. She also advised that a workshop took place, providing hands-on opportunity to practice using radios.

Code of Ethics Sub-committee

Mrs. Reed reported that the Code of Ethics Sub-committee continued work on the Code and are nearing the first draft to be presented to the Executive Committee. The next meeting is scheduled for Tuesday, November 29, at 1:00 p.m., in the Administration Conference Room. The entire GRF BOD invited to participate.

STAFF REPORTS

Human Resources Director

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

Finance Manager

The Director of Finance presented the Finance Manager's report, as attached in the agenda packet.

Executive Director

The Executive Director spoke in Executive Session.

SHAREHOLDER COMMENTS

Two shareholder/members spoke on various items pertaining to the Committee's area of purview.

COMMITTEE MEMBERS

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

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


TO go into Executive Session.

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

TO return to open Executive Committee.

ADJOURNMENT

The meeting was adjourned 3:05 p.m.

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

Linda Stone
Chair, Executive Committee
10.14.16/dfb

**RECAP OF MOTIONS AND ACTIONS TAKEN AT THE EXECUTIVE COMMITTEE
MEETING ON OCTOBER 14, 2016**

ACTIONS

- By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with;
- The minutes of September 15, 2016 were approved, as amended.
- The Committee concurred to move forward the Policy Renumbering on the Leisure World website.
- The Committee concurred to schedule an Executive Committee work study meeting to discuss a Chairperson's Role Description.
- The Committee concurred to refer policy 5101-30, Limitation of Term-Standing Committee Chairman, to the Policy Re-write Sub-committee for review.

MOTIONS

- **TO** go into Executive Session.
- **TO** return to open Executive Committee.