



**MINUTES OF THE EXECUTIVE COMMITTEE
Thursday, November 6, 2014 – 1:00 p.m.**

The meeting of the Executive Committee and GRF Board of Directors was held on Thursday, November 6, 2014. 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. Damoci, Chair Mr. B. Lukoff Mrs. M. Wood	Ms. R. Winkler Ms. K. Rapp
Absent:	Mr. P. Moore Ms. L. Stone	
Staff and Guests:	Mr. R. Ankeny, Executive Director Ms. R. Smith, Human Resources Director Ms. Weller, Mutual Administration Director Mrs. Bennett, Recording Secretary Mr. L. Blake, GRF Representative, Mutual One Ms. P. Snowden, GRF Representative, Mutual Two Mrs. J. Reed, GRF Representative, Mutual Four Mr. P. Hood, GRF Representative, Mutual Five Mr. S. McGuigan, GRF Representative, Mutual Eight One Foundation Member	

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 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 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 November.

The Chair spoke on the status of properties that were listed as Golden Rain Foundation Properties, needed to be put in the name of the Trust.

MINUTES

The regular meeting minutes of October 14, 2014 were approved by MOTION of Ms. Rapp, seconded by Mrs. Wood and carried unanimously.

CORRESPONDENCE

No correspondence was received by the Executive Committee.

FOUNDATION MEMBERS/SHAREHOLDERS COMMENTS

No Foundation members/shareholders chose to speak on any topics, at this time.

REPORTS

Safety/Emergency Coordinator

The Safety/Emergency Coordinator presented his report on participation in Great Shakeout on October 16, 2014.

Mutual Administration Director

The Mutual Administration Director presented her report, as attached.

Human Resources Director

The Human Resources Director presented her report, as attached.

UNFINISHED BUSINESS

Amend Policy 4292-20, Dress Standards

Policy 4292-20, Dress Standards sets forth the parameters for the personal appearance for all Golden Rain Foundation employees. At the October 28, 2014, the Golden Rain

Foundation Board of Directors recommended the policy be committed back to the Executive Committee for amendment.

Ms. Rapp MOVED, Mr. Lukoff seconded and carried unanimously –

TO recommend the GRF Board adopt Policy 4292-20, Dress Standards, as amended.

The Chair called for a recess at 2:50 p.m.

The meeting resumed at 2:55 p.m.

Amend Policy 5511-30, Legal Services

Policy 5511-30 sets forth the Golden Rain Foundation’s guidelines for retaining counsel for legal assistance and advice:

The GRF President or a majority of the remaining members of the Executive Committee may authorize, in advance, contacts for legal services either by making the contact directly or by authorizing the requesting GRF BOD member to make such contact.

The GRF Executive Director shall perform the same function for all staff contact for legal services with specific requirements: Executive Director-initiated contact shall be reported to the GRF BOD at their next scheduled Executive Session meeting, including a summary of the subject matter and any pending action anticipated to occur.

The Human Resources Manager shall have the right to initiate legal services from the Foundation’s employment/labor attorney. A report must be provided to the members of the Executive Committee in Executive Session.

The Mutual Administration Manager and/or the Stock Transfer Supervisor shall have the right to request legal services from the Foundation’s Stock Transfer oversight attorney to properly safeguard the Foundation in the matter of Shareholder/Owner TRUST processing.

Authorization to institute formal legal proceedings is solely the prerogative of the BOD of the GRF.

Mrs. Winkler MOVED, seconded by Ms Rapp -

TO amend Policy 5511-30, Legal Services.

Ten Board Members, the Executive Director and one Foundation member spoke on the motion.

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

TO combine Form 5511.1-30, Intent to Contact GRF Attorney at Foundation Expense, with the amendment of Policy 5511-30, Legal Services.

Two Board Members spoke on the motion.

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

TO recommend the GRF Board amend Policy 5511-30, Legal Services and adopt Form 5511.1-.30, Intent to Contact GRF Attorney at Foundation Expense.

NEW BUSINESS

Amend Policy 2004, Staff Communication

Policy 2004 is a guideline for Administrative staff and supervisory personnel pertaining to maintenance of communication channels.

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

TO refer Policy 2004, Staff Communication back to the Re-write Committee.

Rescind Policies 2001, Administrator; Policy 2101, Manager of Administrative Services; Policy 2201, Controller; Policy 2301, Manager-Community Facilities Department; and Policy 2601, Manager-Recreation Department.

The aforementioned Policies are outdated and redundant to the legal job descriptions contained within the 3000 Policy series. It is therefore recommended that these contradictory policies be rescinded.

Mrs. Wood MOVED, seconded by Ms. Rapp and carried unanimously –

TO recommend the GRF Board rescind Policies 2001, Administrator; Policy 2101, Manager of Administrative Services; Policy 2201, Controller; Policy 2301, Manager-Community Facilities Department, and Policy 2601, Manager-Recreation Department.

Parking Tags

To avoid confusion regarding parking violations for staff members, it is recommended that the Security Department handle all parking passes for new hires, resident staff members, part-time and temporary employees either by issuing vehicle decals or parking tags. These devices will identify the holder as staff. The cost of 150 tags, printed on both sides, is less than \$500 and can be printed to renew annually or every two years.

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

TO approve the purchase of parking tags, not to exceed \$500, for residents and non-resident part-time staff members.

Establishment of Mutual Administration Sub-Committee (discussion)

The Board Members discussed the establishment of a Mutual Administration Sub-committee. The members of the sub-committee will be Ms. Rapp (Chair), Mrs. Damoci, Mr. Hood, Mrs. Reed, Ms. Stone, Mrs. Winkler and Mrs. Wood.

SUB-COMMITTEE REPORTS

Architecture Design & Review Sub-Committee (Linda Stone)

In the absence of Ms. Stone, Mrs. Damoci delivered a verbal report of Architecture Design & Review Sub-Committee activities.

Emergency Preparedness Sub-Committee (Kathy Rapp)

Ms. Rapp's report was covered by Mr. Gomez's Great Shakeout recap at the beginning of the meeting.

President's Comments

President Winkler spoke on Policy 5511-30.

Foundation Shareholders/Members Comments

Three Foundation Shareholders/Members spoke on the Mutual Administration Sub-committee, acknowledgement of the Board's efforts and consideration of shareholders/members.

Committee Member Comments

There were no Committee Member comments.

At 3:53 p.m., Mrs. Damoci MOVED, seconded by Mrs. Winkler and carried unanimously -

TO go into Executive Session.

Adjournment

The Chair adjourned the meeting at 4:30 p.m.



Carole Damoci, Chair
EXECUTIVE COMMITTEE
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