



MUTUAL ADMINISTRATION COMMITTEE MINUTES

Administration Conference Room B

Tuesday, September 12, 2017

1:00 PM

CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting of the Mutual Administration Committee was called to order by Vice Chair Winkler at 1:00 p.m., on Tuesday, September 12, 2017, in the Administration Building Conference Room A. Mrs. Reed led the Committee in the Pledge of Allegiance.

ROLL CALL

Present:	Ms. R. Winkler, Vice Chair	Ms. L. Stone, Ex-Officio
	Mrs. J. Reed	Ms. P. Snowden
	Mr. R. Stone	Ms. K. Rapp
	Mr. Crossley	

Absent:	Ms. S. Hopewell, Chair
	Mr. P. Moore

Staff and	Mr. R. Ankeny, Executive Director
Guests:	Ms. J. Hopkins, Mutual Administration Director
	Ms. B. Fernandez, Mutual Administration Manager
	Ms. N. Ray, Stock Transfer Manager
	Mr. R. Gonzalez, Facilities Manager
	Mr. A. Hensley, Service Maintenance Assistant Supervisor
	Mrs. K. Aquino, Recording Secretary
	Fourteen shareholder/members

In accordance with California Civil Code Section 4090, please be advised that a quorum of the Golden Rain Foundation (GRF) Board of Directors (BOD) is present at today's posted meeting. The business of the Mutual Administration 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 comment period, not to exceed three minutes, as set forth in Policy 5610, Participation by Foundation Members. 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 next Committee meeting.

CHAIR'S ANNOUNCEMENTS

The Vice Chair welcomed the Committee Members, guests and staff, including GRF President Linda Stone, Executive Director Randy Ankeny, Mutual Administration Director Jodi Hopkins, Mutual Administration Manager Blessilda Fernandez, Stock Transfer Manager Nancy Ray, Facilities Manager Ruben Gonzalez, Service Maintenance Assistant Supervisor Aaron Hensley, and Recording Secretary Kheara Aquino. She requested that members exhibit an appropriate amount of decorum and turn off cell phones.

MINUTES

The Vice Chair declared the regular meeting minutes of August 15, 2017, approved, as written.

SHAREHOLDER COMMENTS

One shareholder/member spoke on today's Committee agenda items.

CORRESPONDENCE

The Committee received no correspondence.

STAFF REPORTS

The open SRO Report was presented by the Service Maintenance Assistant Supervisor.

Following questions Mr. Gonzalez and Mr. Hensley left the meeting at 1:08 p.m.

UNFINISHED BUSINESS

ID card Project Update

Stock Transfer Manager Ray provided an update on the completion of the ID Card Project.

Email Consent Forms at Close of Escrow

The Email Consent Forms at Close of Escrow was deferred to the next Committee Meeting so that the Executive Director may further research the possibility of the consent forms.

Review/Approval – Glossary of Terms

The Glossary of Terms was deferred to the next Committee Meeting due to pending suggestions not yet included, and the work study meeting that has yet to commence.

Renumbering Sub-Committee

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

Renumbering Sub-Committee (continued)

TO, accept the nominees for the Policy Renumbering Sub-Committee as follows, Paula Snowden (Chair), Susan Hopewell, Margaret Gillon and Dr. Betty Coven.

The motion was carried unanimously by Committee members present.

NEW BUSINESS

Recording Secretaries' Work Station Replacement

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

TO, recommend to the Finance Committee funding (Capital or Reserve) to replace the work stations, and upon determination by the Finance Committee that sufficient funds exist for the replacement asset, recommend to the Board to replace the work station, per plans and quotation of August 1, 2017, by Talimar Systems, not to exceed \$3,800.

The motion was carried unanimously by Committee members present.

Guest Passes

The Committee concurred to approve the Guest Passes Resolution with a change to the last sentence of the first paragraph from Board to Mutual Board.

Mutual Administration Procedures – Agendas and Minutes

The Mutual Administration Procedures–Agendas and Minutes was deferred to the next Committee meeting due to pending suggestions not yet included.

New Buyer Video

Ms. Rapp announced that the new Buyer Video Sub-Committee will be meeting on September 25, 2017, at 1:00 p.m. in Building Five, Conference Room B.

The Vice Chair called a break from 2:24 p.m. to 2:34 p.m.

POLICIES

Update of Policy 5165 – Mutual Administration Committee

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

TO, recommend to the GRF Board to accept amendment to Policy 5165, Mutual Administration Committee.

The motion was carried unanimously by Committee members present.

Update of Policy 5061-31 – Fees

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

TO, recommend to the Finance Committee to review Policy 5061-31, Fees.

The Committee concurred to withdraw the motion.

Review of Policy 7720 – Distribution of Services

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

TO, recommend the GRF Board rescind Policy 7720, Distribution of Services.

The motion was carried unanimously by Committee members present.

Review of Policy 7740 – Messenger Services

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

TO, recommend the GRF Board rescind Policy 7740, Messenger Services.

The motion was carried unanimously by Committee members present.

STAFF REPORTS

The Mutual Administration Manager presented the Budget Variance Report inclusive through July 2017.

The Stock Transfer Manager presented her reports.

The Mutual Administration Director presented her reports.

The Executive Director spoke on various topics throughout the meeting.

MEMBER COMMENTS

Several shareholder/members spoke on various items related to the purview of the Committee.

PRESIDENTS COMMENTS

President Stone spoke on topics discussed at today's Committee meeting.

COMMITTEE MEMBER COMMENTS

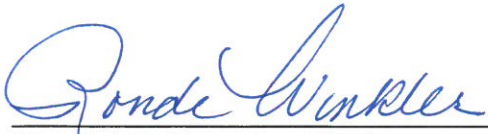
Six Committee members spoke on the proceedings of the Committee meeting.

CHAIR'S COMMENTS

The Vice Chair thanked committee members, staff and guests for attending

ADJOURNMENT

The Vice Chair adjourned the meeting at 3:14 p.m.



Ms. R. Winkler, Vice Chair
Golden Rain Foundation
kla 09.14.17

**RECAP OF MOTIONS AND ACTIONS TAKEN AT THE MUTUAL ADMINISTRATION
COMMITTEE MEETING ON SEPTEMBER 12, 2017**

ACTIONS:

- Vice Chair Winkler declared the minutes of the regular meeting of August 15, 2017, approved, as presented;

MOTIONS:

- **TO**, accept the nominees for the Policy Renumbering Sub-Committee as follows, Paula Snowden (Chair), Susan Hopewell, Margaret Gillon and Dr. Betty Coven.
- **TO**, recommend to the Finance Committee funding (Capital or Reserve) to replace the work stations, and upon determination by the Finance Committee that sufficient funds exist for the replacement asset, recommend to the Board to replace the work station, per plans and quotation of August 1, 2017, by Talimar Systems, not to exceed \$3,800.
- **TO**, recommend to the GRF Board to accept amendment to Policy 5165, Mutual Administration Committee.
- **TO**, recommend the GRF Board rescind Policy 7720, Distribution of Services.
- **TO**, recommend the GRF Board rescind Policy 7740, Messenger Services.