



RECREATION COMMITTEE MINUTES

November 9, 2016

The regular meeting of the Recreation Committee was called to order at 1:00 p.m. by Chair Moore on Wednesday, November 9, 2016, in Conference Room B, Building Five, followed by the Pledge of Allegiance.

ROLL CALL

Present:	Mr. P. Moore, Chair	Ms. K. Rapp
	Ms. S. Fekjar	Mrs. J. Reed
	Mr. S. McGuigan	Mrs. C. Damoci, Ex-Officio
	Ms. L. Perrotti	

Absent: Mr. P. Pratt

Also Present: Mr. R. Ankeny, Executive Director
Ms. P. Snowden, GRF Representative, Mutual Two
Ms. L. Stone, GRF Representative, Mutual Three
Mr. P. Hood, GRF Representative, Mutual Five
Mr. B. Lukoff, GRF Representative, Mutual Fourteen
Ms. H. Tran, GRF Representative, Mutual Fifteen
Hon. Ms. S. Massa-Lavitt, Mayor of Seal Beach
Mr. T. De Leon, Recreation Manager
Mr. T. Fileto, Recreation Supervisor
Ms. V. Morris, Library Supervisor
Ms. K. Lukina, Recording Secretary
Nine Shareholders/Foundation Members

CHAIR'S ANNOUNCEMENTS

There being no objections, Chair Moore declared the reading of the Quorum Notification be dispensed with by unanimous consent.

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 Recreation 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 2nd Wednesday 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 in December, 2016.

RULES OF ORDER

Chair Moore reviewed the meeting rules and asked that courtesy and respectfulness be acknowledged at all times. He also respectfully asked the members, shareholders and guests, to be courteous to each other and to wait for their turn to be called out.

CHAIR'S REPORT

The Chair had no reports to present at the time of the meeting.

APPROVAL OF MINUTES

The Chair declared the regular meeting minutes of October 12, 2016, approved, as presented.

SHAREHOLDER/MEMBER COMMENTS – Agenda Items Only

A shareholder from Mutual Fourteen expressed her appreciation to the Recreation Manager, and the Recreation Supervisor for their efforts and hard work during the summer and towards the upcoming holiday program.

CORRESPONDENCE

Bench Placement by Clubhouse Four

Chair Moore read the letter from a shareholder, Taylor White, on behalf of the Sunday Night Ballroom Dance Group, regarding making the donation for the purchase and placement of a bench by the entrance of Clubhouse Four in honor/ memory of the Sunday Night Ballroom, and Marge Archibald.

After a brief discussion, Ms. Rapp MOTIONED, seconded by Ms. Perrotti –

TO accept the donation form the Sunday Night Ballroom Dance Group to purchase and place a five foot bench by the entrance of Clubhouse Four, and a plaque reading "The Sunday Night Ballroom Dance Group 1974 to 2016", and have the Architectural Design and Review Committee determine the placement location.

The motion was unanimously carried by Committee members present.

Joe Miranda Volunteer Services at the Qi Gong Class

Chair Moore read the letter from a shareholder, Joann Mullens, regarding Joe Miranda Qi Gong Club volunteer services. After a brief discussion, there was no action taken on this matter by the Committee at the time of the meeting.

Volunteer Services

Chair Moore read the letter from Nancy Dunn-Kato, a golf instructor, regarding her interest in volunteer opportunities within the Leisure World community.

After a brief discussion, the Recreation Manager was advised by the Chair and Committee members to send a "thank you" letter to Ms. Dunn-Kato for her volunteer interest in the community.

Vending Machine in Clubhouse Six

Chair Moore read the letter from a shareholder, Nicole Kluever, regarding the Aquafina vending machine placement on the upper level of Clubhouse Six. Ms. Kluever expressed her concerns on the prices and types of drinks provided to the shareholders.

After a brief discussion, the Recreation Manager was advised by the Chair to send a "thank you" letter to Ms. Kluever for her interest on this matter.

Pretzel Logic Band

Chair Moore read the letter from a shareholder, Henry Broadbent, suggesting the Pretzel Logic Band for a possible booking at the Leisure World Amphitheater. The Recreation Manager stated that all of the Leisure World performances are arranged through the agent, Terry Hill.

After a brief discussion, Chair Moore advised the Recreation Manager to send a letter to Mr. Broadbent, and provide him with the guidelines on selection of Amphitheater performances, and Terry Hill's contact information.

Bench Placement by Clubhouse Two

Chair Moore read the letter from a shareholder and a representative of GAF, Marjorie Dodero, on behalf of the Rolling Thunder Club, regarding the bench placement by Clubhouse Two.

The Executive Director informed the Committee of his cooperation with the Facilities Director to determine the ultimate location for the bench placement.

After a brief discussion, the Executive Director stated that he will reach out to the President of the Rolling Thunder Club with the updates on this matter.

Clubhouse Two, Pool Room Upgrades

Chair Moore read the letter from a shareholder, Mike Mooney, regarding the Clubhouse Two, Pool Room upgrades. The Executive Director, on behalf of the Committee members, spoke in favor of Mr. Mooney's suggestions, and advised the Recreation Manager to send a "thank you" letter, and to inform Mr. Mooney that Clubhouse Two is under consideration to be renovated in 2017, upon the approval by a proper Committee.

Policy 1403-50 Commercial Use

Chair Moore read the letter from a shareholder, Barbara Houck, on suggesting the changes to be made to the Policy 1403-50, Use of Community Facilities – Reservations, and stated that Ms. Houck should reach out to her Mutual Board regarding her concerns on this matter.

After a brief discussion, the Recreation Manager also stated that he will address some of Ms. Houck's concerns under New Business, Policy re-write.

OLD BUSINESS

Clubhouse Three, Room Eight, Kitchen Modification. Update

The Recreation Manager, Mr. DeLeon, presented to the Committee the updates on kitchen modification in room eight, Clubhouse Three, which will be completed by

November 18th, the latest. The Committee members expressed their appreciation for Mr. DeLeon's hard work on this matter.

Clubhouse Two Multipurpose Court

The Executive Director presented a draft of the scope of work to be done on the multipurpose court, Clubhouse Two, including the development of a picnic area, improvement of the golf hitting cage, landscape, cart parking and bocce ball (only if space is suitable and complies with the budget allowance). The Committee members discussed possible uses of the proposed multiuse area, and supported the scope of work presented by the Executive Director.

After a discussion, the Chair and Committee members came to the consensus of sending the proposed scope of work to the Board of Directors, and present it to the landscape architect for a further development, upon the Board's approval.

NEW BUSINESS

Adding the Air Wall in Clubhouse Six

The Executive Director spoke of three options on dividing the space in Clubhouse Six, which included the installation of the air wall similar to the one in Clubhouse Four, the lock-in system of the panels that locks into a track, and curtains.

The Recreation Manager presented the pictures on the installation of partition panels (second option), which may be the best option to accommodate the needs of a given space.

After a discussion, the Recreation Manager stated that he will provide the Committee members with more information on the above system at the next scheduled meeting.

Policy Re-write

To address the shareholder's concern regarding re-writing the Commercial Use Policy 1403-50 the Recreation Manager presented a draft of the addition to the Policy, and asked for the Committee's approval to forward it to the Policy Re-write Committee for the benefit of the shareholders.

The Committee members supported staff recommendations on the presented Policy, and agreed on combining the existing multiple Policies on the Clubhouses use and

reservations in one package, and sending it to the Policy Re-write Committee for revision and approval.

After a discussion, Ms. Reed MOTIONED, seconded by Ms. Perrotti –

TO combine the presented Policy 1403-50, Use of Community Facilities – Reservations, and other related Policies into one package, and send it to the Policy Re-write Committee for revision and approval.

The motion was unanimously carried by Committee members present.

Event Trailer

The Recreation Manager presented to Committee members a request for the purchase of a new event trailer with a side door, and drop down rear door as a ramp for easy loading along with the quotes from Big Tex Trailers, Yucapia Trailers, and Norco Trailers.

After a discussion, Mr. McGuigan MOTIONED, seconded by Ms. Rapp –

TO approve the purchase of a new event trailer from Big Tex Trailers, including tax and licensing, in the amount of \$6,000.00 or the purchase of a used trailer, if available, at a negotiable price, with Funds from the 2016 Capital portion of the budget, and to allow the Recreation Manager to make the purchase.

The motion was unanimously carried by Committee members present.

Christmas Tree Decorating Contest

Per the Recreation Manager's request, it was the consensus of the Committee to allow Tommy Williams and Caberet be in charge of the Clubhouse Four Christmas decorations at no expense to the Foundation as a part of the "Toys for Tots" GRF holiday event, and pull it out of the judging rotation.

The Committee also agreed on Mr. S. McGuigan, Ms. K. Rapp, Ms. S. Fekjar, and Hon. S. Massa-Lavitt be in charge of judging Christmas trees decorations in all other Clubhouses. The names of the contest winners will also be displayed on TV screens at the Administration building, and the Clubhouses.

Tree Lighting Ceremony

The Recreation Manager provided Committee members with the details on a tree lighting ceremony, and stated that the Transportation department will provide an additional transportation on a day of the event, November 28th, 2016. The Committee members also discussed their options on placing and lighting the Menorah either next to a Christmas tree by the Main Gate or the Administration building to create an inclusive environment within the community.

The Recreation Manager, on behalf of Ms. Hopewell, was advised by Committee members to look into accomplishing the Committee's request.

Placement of the Mailbox in Clubhouse Six

A shareholder presented to the Committee members a request on the placement of a sign, and the locked suggestion/ mailbox above the coffee counter, on the wall, in Clubhouse Six, which will be used and emptied daily.

After a discussion, Ms. Reed MOTIONED, seconded by Mr. McGuigan –

TO approve the placement of a sign, and the locked suggestion/ mailbox in Clubhouse Six. The placement location will be determined by the Recreation Manager.

The motion was unanimously carried by Committee members present.

Purchase of the Circulation Counter for the Library

The Library Operations Supervisor presented to Committee members a proposal for the replacement of the Circulation counter, and clerk's desk from Talimar Systems Inc. in the amount not to exceed \$15,000.00.

After a brief discussion, M. Rapp MOTIONED, seconded by Ms. Fekjar –

TO approve the purchase and installation of the Circulation counter, and clerks desk for the Library from Talimar Systems Inc. in the amount not to exceed \$15,000.00, and send this request to the Finance Committee to allocate the funds for this project, and the Board of Directors for approval.

The motion was unanimously carried by Committee members present with one abstention (J. Reed).

Purchase of the Sound System for the Library

The Library Operations Supervisor presented to Committee members a request to approve the installation of the new sound system for the Library by the Maintenance Department in the amount not to exceed \$2,545.40 (including all labor and materials), and forward it to the Finance Committee to allocate the funds for this project.

After a brief discussion, Mr. McGuigan MOTIONED, seconded by Ms. Rapp –

TO approve the Leisure World Maintenance Department to install a new sound system for the Library in the amount not to exceed \$2,600.00 including labor and materials, and send the request to the Finance Committee, and the Board of Directors to allocate and approve the funding for this non-budgeted project.

The motion was unanimously carried by Committee members present with one abstention (L. Perrotti).

POLICIES

There were no policies to review at the time of the meeting.

SUB COMMITTEE REPORTS**Entertainment Sub-Committee**

The Recreation Supervisor suggested on collaborating with the Entertainment Sub-Committee to put together the programs schedule for shareholders to utilize DirecTV services.

Golf Course Sub-Committee

The Golf Course Sub-Committee Chair, Mr. McGuigan, informed the Committee of speaking to the consultant in regards to the Golf Course issues. The Golf Course repairs are scheduled to be addressed in the year of 2020.

Movie Sub-Committee

The Recreation Supervisor provided Committee members with the updates on movie nights for the upcoming summer season, the agreements for which should be finalized within the next month.

Swimming Pool Sub-Committee

The Swimming Pool Sub-Committee Chair, Ms. Rapp, stated that the swimming pool will undergo major renovations as scheduled, in the year of 2022.

STAFF REPORTS**Recreation Supervisor**

The Recreation Supervisor presented his report as submitted, to the Committee members, and spoke of the Arts and Crafts Festival, Tree Lighting Ceremony, GRF Holiday Event, janitorial report as presented, and the Innovative Cleaning Services new service van.

The Recreation Supervisor also provided Committee members with the statistics on the bus use, and the events/ movies attendance by shareholders including the comments, along with the tentative 2017 Event Calendar. He also mentioned on possibly holding a jazz festival, and adding a Valentine's Day dinner and dance in Clubhouse Two next year.

Recreation Manager

The Recreation Manager presented the Budget Comparison, Budget Variance, and Café Commission reports, as submitted to the Committee. He also spoke of following the Policies and reservation requirements for the Clubs and organizations, prompted by the recent issue with the AAUW Foundation, which violated the previously spoken of Policy 1403-50 Commercial Use. The Committee members also discussed the ways of giving the priority to shareholders in Clubhouse reservations, and protecting shareholders' interest while preventing the reservations taking place by outside organizations.

Library OPS Supervisor

The Library Supervisor presented the Library Statistics report, the Variance report for the Cost Center 35, and the GRF Library monthly report. She also provided Committee members with the detailed report of the materials deleted in the month of October, 2016, and informed Committee members of the Friends of the Library continuous support.

Executive Director

The Executive Director spoke on various items pertaining to the Committee's area of purview throughout the meeting.

SHAREHOLDERS/MEMBERS COMMENTS

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

PRESIDENT'S COMMENTS

The President spoke on various items pertaining to the Committee's area of purview throughout the meeting.

COMMITTEE MEMBERS COMMENTS

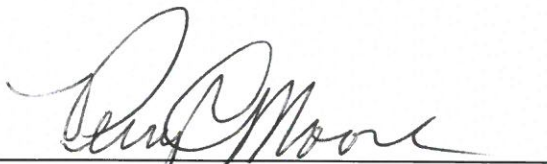
Six members/ shareholders spoke on the proceedings and accomplishments of today's committee meeting.

Chair's Comments

Chair Moore thanked the Committee members, shareholders, and staff present for attending and participating in today's meeting.

ADJOURNMENT

Chair Moore adjourned the meeting at 3:30 p.m.

A handwritten signature in cursive script, appearing to read "Perry Moore", written over a horizontal line.

Perry Moore, Chair
RECREATION COMMITTEE

kl 11.09.16

RECAP OF MOTIONS AND ACTIONS TAKEN AT THE RECREATION COMMITTEE MEETING

MOTIONS

- There being no objections, Chair Moore declared the reading of the Quorum Notification be dispensed with by unanimous consent;
- Minutes from the October 12, 2016 meeting were approved, as presented;
- **TO** accept the donation from the Sunday Night Ballroom Dance Group to purchase and place a five foot bench by the entrance of Clubhouse Four, and a plaque reading "The Sunday Night Ballroom Dance Group 1974 to 2016", and have the Architectural Design and Review Committee determine the placement location;
- **TO** combine the presented Policy 1403-50, Use of Community Facilities – Reservations, and other related Policies into one package, and send it to the Policy Re-write Committee for revision and approval;
- **TO** approve the purchase of a new events trailer from Big Tex Trailers including tax and licensing in the amount of \$6,000.00 or the purchase of a used trailer, if available, at a negotiable price, with Funds from the 2016 Capital portion of the budget and to allow the Recreation Manager make the purchase;
- **TO** approve the placement of a sign, and the locked suggestion/ mailbox in Clubhouse Six. The placement location will be determined by the Recreation Manager;
- **TO** approve the purchase and installation of the Circulation counter, and clerks desk for the Library from Talimar Systems Inc. in the amount not to exceed \$15,000.00, and send the request to the Finance Committee to allocate the funds for this project, and the Board of Directors for approval;
- **TO** approve the Leisure World Maintenance Department to install a new sound system for the Library in the amount not to exceed \$2,600.00 including labor and materials, and send the request to the Finance Committee, and the Board of Directors to allocate and approve the funding for this non-budgeted project;
- The meeting adjourned at 3:30 p.m.

ACTIONS

- It was the consensus of the Committee to send the proposed scope of work on multipurpose court, Clubhouse Two, to the Board of Directors, and present it to the landscape architect for a further development, upon the Board's approval;
- It was the consensus of the Committee to allow Tommy Williams and Caberet be in charge of the Clubhouse Four Christmas decorations at no expense to the Foundation as a part of the "Toys for Tots" GRF holiday event, and pull it out of the judging rotation.