

EXECUTIVE COMMITTEE MINUTES

January 6, 2014

The meeting of the Executive Committee, held on Monday, January 6, 2014, was called to order at 1:00 p.m. by Chair Supple in the Administration Conference Room, followed by the Pledge of Allegiance led by Recording Secretary Mrs. McAuley.

ROLL CALL

Present:	Mr. M. Supple, Chair	Ms. L. Stone
	Mr. L. Blake	Ms. R. Winkler
	Mr. M. Michaelides	Mrs. M. Wood
	Ms. A. Seifert	
Staff and Guests:	Mr. R. Ankeny, Executive Director	
	Ms. R. Smith, Human Resources (HR) Manager	
	Mrs. C. Weller, Mutual Administration Manager	
	Mrs. T. Munholland, Social Services/Legal Liaison	
	Mrs. M. McAuley, Recording Secretary	
	Mr. J. Demarco, GRF Representative, Mutual Two	
	Mrs. B. Osborne, GRF Representative, Mutual Four	
	Ms. B. Coven, GRF Representative, Mutual Five	
	Ms. P. Wilson, GRF Representative, Mutual Eight	
	Mr. D. Craig, GRF Representative, Mutual Eleven	
	Mrs. C. Damoci, GRF Representative, Mutual Twelve	
	Mr. P. Moore, GRF Representative, Mutual Seventeen	
	Twelve Foundation Members	

CHAIR'S ANNOUNCEMENTS

The Chair welcomed the guests, committee members and staff, and reviewed meeting protocol. He announced that this meeting is being recorded by the Golden Rain Foundation, there is to be no recording of this meeting by shareholders or committee members.

The Physical Property Committee requested that the Executive Committee look into the feasibility of the Health Care Center subleasing space for a café. He reported that there appears to be some confusion about the Health Care Center Lease. The Health Care Center has exercised their lease option for an additional five years with a \$2,000 monthly increase in rent. GRF is not going to reduce the Health Care Center rent or take back any space from the Health Care Center. The Health Care Center may sublease a part of their space with the written approval of the GRF Board of Directors.

He acknowledged the Executive Director on completing the renovation of the Administration Conference Room on time and a job well done.

The next Committee meeting is February 3, 2014. The next Roundtable meeting is on January 17, 2014. Both meetings will be held in the Administration Conference Room.

MINUTES

The regular meeting minutes of December 2, 2013, were approved by MOTION of Mr. Blake, seconded by Mrs. Wood and carried unanimously.

CORRESPONDENCE

The Chair shared that he received correspondence regarding the RV Club storage area. The Community Facilities Manager confirmed that all vehicles are compliant and that the bus in space B-2 had been removed.

SOCIAL SERVICES/LEGAL LIAISON – Case Update

The Social Services / Legal Liaison reported that at the end of December she had 123 current cases, 14 new cases, and 14 closed cases. She reported December was a busy month due to the Holidays. She provided a booklet on operational protocols for when a shareholder is in crisis to assist the Golden Rain Foundation Board and Mutual Boards.

The Social Services / Legal Liaison was excused at 1:15 p.m.

REPORTS

Human Resources Manager

The HR Manager reported there was one medical/indemnity work-related accident in December.

Mutual Administration Manager

The Mutual Administration Manager presented her report as attached.

Executive Director

The Executive Director reported that he and the Human Resources Manager are revising the employee handbook and will bring the draft to the next committee meeting.

NEW BUSINESS

Review Ad-Hoc and Sub-Committees

The Committee reviewed the current list of Committees, Sub-Committees, and Ad hoc Committees. The Committee concurred that the following should be added or revised on the list:

- Legal Sub-Committee is an Ad hoc committee established by the Executive Committee
- Add "Clubhouse One Lobby Furniture Sub-Committee" under Recreation Committee
- Add "Policy 1920.1 Sub-Committee" under Security, Bus & Traffic Committee

Further discussion will be held at the next committee meeting.

Amend Policy 5601 – Golden Rain Operations – Board Meeting

Policy 5601, Open Board Meetings, sets forth the meeting date of the Golden Rain Foundation open Board meetings. Currently, the policy states that the Board meets on the third Tuesday of the month.

The GRF Board of Directors has been meeting on the fourth Tuesday of the month since July 2013. It was determined that the policy should be revised to reflect the Board's current schedule.

Ms. Winkler MOVED, seconded by Mr. Blake and carried unanimously –

TO recommend the Board amend Policy 5601, Open Board Meetings, to change the GRF Board meeting date from the third Tuesday to the fourth Tuesday of the month.

Amend Policy 2850 – Advertising Commissions

Policy 2850, Display Advertising Commissions, sets forth how News Office staff is paid commissions for display advertising.

Following several months of review of the newspaper industry and communities with in-house newspapers operated by staff/volunteers, the Executive Director and Communications Committee considered updating Policy 2850 with the following changes;

- Change the Policy title from Display Advertising Commissions to Advertising Commissions
- Set forth two distinct commission schedules for display advertising and classified advertising
- Clarify that the Managing Editor is not eligible to receive commissions set forth that counter or front desk staff will now be eligible for a 5% commission on classified advertising
- Define new, existing and house accounts
- Clarify that commissions will not be paid until full advertising payment is received by the Finance Department
- Set forth that the Foundation will retain 50% of all column inches sold and that the remaining 50% will be paid as commissions to sales staff.

As the policy concerns personnel matters, the Executive Committee reviewed the proposed changes.

Mr. Blake MOVED, seconded by Ms. Winkler and carried unanimously –

TO recommend the Board amend Policy 2850, Advertising Commissions, to reflect the changes set forth above.

If approved, the policy revisions would go into effect 30-45 days from Board approval.

Adopt Anti-Fraud Policy

The Executive Director reported that while preparing for the 2013 audit, it was noted that the Foundation does not have an anti-fraud policy. The purpose of an anti-fraud policy is to provide increased protection to the assets and financial interests of the Golden Rain Foundation, to provide a coordinated approach to the identification, investigation and resolution of fraudulent activities, and to increase the overall awareness of the responsibility to report fraud and suspected fraudulent activity to the appropriate parties. If adopted, this policy will be incorporated into the employee handbook. If an employee believes that there is fraud by another employee, the employee may report it to the Executive Director, Foundation Board President or GRF Fraud Hotline.

After discussion, Ms. Stone MOVED, seconded by Mr. Blake and carried unanimously –

TO recommend the Board adopt the Anti-Fraud Policy

FOUNDATION MEMBER COMMENTS

Foundation members spoke on patio issues, staff reports being distributed to the Board, amending Policy 2850, Advertising Commissions, sub-committees, updating resident ID cards, the salary survey's release date, and living trusts.

COMMITTEE MEMBER COMMENTS

Committee members spoke on distribution of documents either by email or hard copy to the GRF Board and the policies that were recommended for amendment or adoption.

The Chair thanked guests for their attendance and participation. He announced the need for the Committee to go into Executive Session. The guests were excused at 2:40 p.m.

During Executive Session, the members discussed legal and personnel matters.

ADJOURNMENT

The meeting was adjourned at 4:20 p.m.



Mike Supple, Chair
EXECUTIVE COMMITTEE
MM 1.13.14

Mutual Administration Monthly Report & Recap

January 6, 2014

Future Mutual Projects in the First Quarter of 2014

Mutual Legal Seminar - February

Realtors' Conference - April

New Policies: Feeding Wildlife – Sanitary and Safe Unit Conditions

Creation and Distribution of Monthly Administration Report & Recap

For Offices of: Mutual Administration

Stock Transfer

Social Services

Mutual Administration Manager,

Carol A. Weller

Mo	Status	Dec 2013	Jan 2014	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	2014 Totals
9	Current	7													
	New	1													
	Closed	2													
10	Current	7													
	New	1													
	Closed	2													
11	Current	5													
	New	1													
	Closed	1													
12	Current	12													
	New	1													
	Closed	1													
14	Current	5													
	New	0													
	Closed	0													
15	Current	10													
	New	0													
	Closed	1													
16	Current	1													
	New	1													
	Closed	0													
17	Current	2													
	New	0													
	Closed	0													

Recap

Total 2013	Current Open	123	Closed	14	Total 2014	Current Open	Current Closed
-------------------	--------------	-----	--------	----	-------------------	--------------	----------------

MEMO

TO: RANDY ANKENY, EXECUTIVE DIRECTOR
FROM: COURTNEY KNAPP, ASSISTANT TO THE PRESIDENT
SUBJECT: COMMITTEES, SUB-COMMITTEES AND AD HOC COMMITTEES
DATE: DECEMBER 9, 2013

The following is a list of Committees, Sub-Committees and Ad hoc Committees:

Communications Committee

- Centenarian Sub-Committee
- Website Sub-Committee

Executive Committee

- Legal Sub-Committee

Finance Committee

- Investment Sub-Committee

Information Technology Services Committee

Library Committee

Physical Property Committee

- Beautification Sub-Committee

Recreation Committee

- Café Sub-Committee
- Amphitheatre Sub-Committee
- Signage Sub-Committee
- Clubhouse One Lobby Furniture Sub-Committee

Security, Bus & Traffic Committee

- Policy 1920.1 Sub-Committee

Ad hoc Committees established by the Board:

- Traffic Enforcement Ad hoc Committee, August 27, 2013
- GRF Trust Ad hoc Committee, July 23, 2013

GOLDEN RAIN OPERATIONS

BOARD MEETINGS

DRAFT

Open Board Meetings

Open meetings of the Golden Rain Foundation Board of Directors are held on the ~~third~~ **fourth** Tuesday of each month at a time and place designated by the Board of Directors.

Policy

Adopted: 16 Jan 68
Amended:

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

(Jan 68)