



MUTUAL ADMINISTRATION COMMITTEE

SUMMARY REPORT

Monday, February 11, 2019
1:00 p.m.

Action/Request	Person Responsible	Finance	BOD
1. UNFINISHED BUSINESS: Realtor Handout The Committee concurred to schedule a work study meeting to review all changes to the Realtor Handout, at least two weeks prior to the March Committee meeting, when the Handout will be reviewed.	Recording Secretary		
2. UNFINISHED BUSINESS: Bereavement Booklet Update The Committee made additional amendments; the Booklet will have its corporate images adjusted and return to the Committee for a final review.	Recording Secretary		
3. UNFINISHED BUSINESS: Copy & Supply Center Services – Fax Services The Executive Director advised that the research undertaken to explore moving the community fax service to the Stock Transfer office indicates it would be more effective to leave it at its present location (the Library).	n/a		
4. UNFINISHED BUSINESS: Copy & Supply Center Services: Passport Photo Services The Committee moved to institute a passport photo service within the Copy & Supply Center and further moved to approve a fee of \$10 for passport photo services, to be reviewed annually.	Stock Transfer Manager		
1. NEW BUSINESS: Copy & Supply Center Enhancement The Committee moved to approve the Copy and Supply Center expansion and forward the project to the Physical Properties Committee for final costing; upon securing final costs, forward a Capital funding request to the Finance Committee, and upon securing Capital funding, forward the action to the GRF Board for final approval.	Recording Secretary	X	X