



MUTUAL ADMINISTRATION COMMITTEE

SUMMARY REPORT
Monday, March 11, 2019
1:00 p.m.

Action/Request	Person Responsible	Finance	BOD
1. UNFINISHED BUSINESS: Realtor Handout The Committee concurred to hold the final review of the Realtor Handout at the April Committee meeting	Stock Transfer Manager		
2. UNFINISHED BUSINESS: Bereavement Booklet Update The Committee concurred to accept the Bereavement Book, as amended.	Stock Transfer Manager		
3. NEW BUSINESS: Mutual Board of Directors' Checklist The Committee requested the Mutual Administration Director provide the Mutual Board of Directors' checklist for inclusion in the April Committee agenda packet, to include a form for emergency Mutual contact information.	Mutual Administration Director		
4. POLICIES: Amend Copy And Supply Center Fees, 5-2114-4 The Committee moved to recommend the GRF Board of Directors amend Copy and Supply Center Fees, 5-2115-4, adding the new passport photo service fees (\$10 per two photos), effective April 1, 2019.	Recording Secretary		X