



MUTUAL ADMINISTRATION COMMITTEE

SUMMARY REPORT
Monday, May 13, 2019
1:00 p.m.

Action/Request	Person Responsible	Finance	BOD
<p>1. UNFINISHED BUSINESS: Policy DMS Software Status Report The Committee requested the Mutual Administration Department present the DMS policy flowchart at the July meeting; additionally, the executive director is requested to bring the Mutual Administration department, including the Stock Transfer office, organizational chart to the July meeting.</p>	Mutual Administration Director		
<p>2. UNFINISHED BUSINESS: Operating Funding Request – NeoPost Service Agreement for Folder Inserter Mailing System The Committee MOVED to approve a one-year service agreement with Neopost, at a cost of \$3,720, from March 2019-March 2020, Operating funding, and budget for new equipment in the 2020 budget, pending review for non-budgeted Operating funds by the Finance Committee and recommend the GRF BOD approve the agreement.</p>	Recording Secretary	X	X
<p>3. UNFINISHED BUSINESS: Bereavement Packet Update The Committee CONCURRED to review the topic at the July Committee meeting, for corporate imaging review.</p>	Recording Secretary		
<p>4. NEW BUSINESS: OCFA Patient Information Form, LW Weekly Article Update The Committee is awaiting the approved article from OCFA to be published in the LW Weekly, and, the following week, insert the Patient Information Form in the LW Weekly.</p>	Executive Director		
<p>5. NEW BUSINESS: Redesign of Ownership Stock Certificate Envelopes The Committee CONCURRED to review new envelope text at the July meeting and make recommendation of several choices to the ADR Committee, indicating Mutual Administration Committee's preference.</p>	Recording Secretary		
<p>6. POLICES: Review and Accept New Governing Document Numbering System The Committee MOVED to accept the new governing document numbering system for the policies under the purview of the Mutual Administration Committee.</p>	Recording Secretary		