



GOVERNING DOCUMENT COMMITTEE MINUTES July 3, 2019

The meeting of the Governing Documents Committee was held on Wednesday, July 3, 2019 and was called to order at 10:00 a.m. by Chair Snowden, in the Administration Conference Room, followed by the Pledge of Allegiance.

ROLL CALL

Present: Ms. P. Snowden, Chair Ms. J. St. Aubin
 Ms. S. Hopewell, Vice-Chair Ms. L. Stone, Ex-Officio
 Ms. L. Findlay

Absent: Mr. B. Lukoff

Staff and Guests: Mrs. C. Mancilla, Recording Secretary
 Mrs. D. Bennett, Recording Secretary
 Ms. M. Kmieciak, Recording Secretary
 Mrs. L. Perrotti, GRF Representative, Mutual One
 Mr. N. Massetti, GRF Representative, Mutual Seventeen
 No Shareholders/Members

Chair Snowden greeted and welcomed everyone to the Governing Documents Committee meeting and introduced Foundation members, guests and staff.

CHAIR'S ANNOUNCEMENTS

Chair Snowden welcomed the Committee members, guests and staff, including GRF President, Linda Stone and Recording Secretary, Corina Mancilla.

SHAREHOLDER COMMENTS

One Shareholder/Member spoke on items on the agenda.

APPROVAL OF MINUTES

There were no minutes to be approved at the time of the meeting.

CORRESPONDENCE

There was no correspondence at the time of the meeting.

STAFF REPORTS

The Power DMS Administrator was requested to bring back a monthly report, going forward.

SUBCOMMITTEE REPORTS (N/A)**PRESIDENT'S COMMENTS**

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

UNFINISHED BUSINESS

There were no unfinished business at this meeting.

NEW BUSINESS**Select GRF Committee Vice Chair**

Ms. Snowden appointed Ms. St. Aubin for Vice Chair. There being no further discussion, Ms. St. Aubin was declared Vice Chair of the Governing Documents Committee, by acclamation.

GRF Board Goals

It was Consensus of the Committee to incorporate the proposed additions to the Committee Charters, (Increase organizational effectiveness and efficiency and protect, preserve and improve our assets).

Power DMS Flow Chart

The Committee discussed variations to the current steps. The Administrator was requested to bring back a revised Power DMS flow chart.

Ratify New DMS Categories and Titles

After a brief discussion, Ms. Hopewell MOTIONED, seconded by Ms. St. Aubin–

TO recommend the GRF BOD accept the new header/category, title spreadsheet, as amended.

Proposed GRF Governing Documents Format

After a brief discussion, Ms. Hopewell MOTIONED, seconded by Ms. Findlay–

TO recommend the GRF BOD accept the Governing Documents new format, as amended, adding key words and stylistic changes.

Establish Committee Review Priorities

It was the consensus of the Committee to address this agenda item at the next scheduled meeting. No action was taken.

GOVERNING DOCUMENTS

Adopt Policy 30-5180-3, Governing Documents Charter

After a brief discussion, Ms. Hopewell MOTIONED, seconded by Ms. St. Aubin–

TO recommend the GRF BOD adopt Policy 30-5180-3, Governing Documents Charter, as amended.

FUTURE AGENDA ITEMS

- Power DMS Flow Chart
- Schedule Special meeting with IT Supervisor, Communications and Technology Director and Communications Chair
- Website Integration
- Establish Committee Review Priorities – Physical Property Governing Documents

ADJOURNMENT

Chair Snowden adjourned the meeting at 12:13 p.m.



Paula Snowden, Chair
GOVERNING DOCUMENTS

cm 07.03.19