



**GOVERNING DOCUMENTS COMMITTEE**

**SUMMARY REPORT**  
**Wednesday, July 3, 2019**  
**1:00 p.m.**

Action/Request	Person Resp.	Cmte. Referral	F C	B O D	Comments
<b>1. STAFF REPORTS:</b> The Power DMS Administrator was requested to bring back a monthly report, going forward.	Recording Secretary				
<b>2. NEW BUSINESS: Select GRF Committee Chair</b> 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.	Recording Secretary				
<b>3. NEW BUSINESS: GRF Board Goals</b> 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).	Recording Secretary				
<b>4. NEW BUSINESS: Power DMS Flow Chart</b> The Committee discussed variations to the current steps. The Administrator was requested to bring back a revised Power DMS flow chart.	Recording Secretary				
<b>5. NEW BUSINESS: Ratify New DMS Categories and Titles</b> The Committee moved and recommended the GRF BOD accept the new header/category, title spreadsheet, as amended.	Recording Secretary			✓	
<b>6. NEW BUSINESS: Proposed GRF Governing Documents Format</b> The Committee moved and recommended the GRF BOD accept the Governing Documents new format, as amended, adding key words and stylistic changes.	Recording Secretary			✓	

## GOVERNING DOCUMENTS COMMITTEE

<p><b>7. NEW BUSINESS: Established Committee Review Priorities</b>          It was the consensus of the Committee to address this agenda item at the next scheduled meeting. No action was taken.</p>	Recording Secretary				
<p><b>8. GOVERNING DOCUMENTS: Adopt Policy 30-5180-3, Governing Documents Charter</b>          The Committee moved and recommended the GRF BOD adopt Policy 30-5180-3, Governing Documents Charter, as amended.</p>	Recording Secretary			✓	
<p style="text-align: center;"><b>FUTURE AGENDA ITEMS:</b>          The Committee moved/concurred to:</p> <ol style="list-style-type: none"> <li>1. Power DMS Flow Chart</li> <li>2. Schedule Special meeting with IT Supervisor, Communications and Technology Director and Communications Chair</li> <li>3. Website Integration</li> <li>4. Establish Committee Review Priorities – Physical Property Governing Documents</li> </ol>					<p><b>Recording Secretary</b></p>