



GOVERNING DOCUMENTS COMMITTEE

SUMMARY REPORT
 Wednesday, August 7, 2019
 1:00 p.m.

Action/Request	Person Resp.	Cmte. Referral	F C	B O D	Comments
1. UNFINISHED BUSINESS: Established Committee Review Priorities It was the consensus of the Committee to review governing documents in the following order: <ul style="list-style-type: none"> • Mutual Administration – September Meeting • Finance – October Meeting 	Recording Secretary				
2. NEW BUSINESS: Assigning New Document Numbers The Committee moved and recommended the GRF Board approve an alpha designation and be added on the type code, when necessary.	Recording Secretary		✓	✓	
3. NEW BUSINESS: Senior Management Annual Review Form – Document Number Approval The Committee moved to decline to assign a number to the Senior Management Annual Review form. The Committee moved to refer back to the Executive Committee to be included in the discussion of defining internal materials.	Recording Secretary	Executive Committee			
4. GOVERNING DOCUMENTS: Review 30-5180-3, Governing Documents Charter The Committee moved to approve 30-5180-3, Governing Documents Charter, as reviewed, with added keywords. 60-3331-1, GRF Landscape Perimeter Walls The Committee moved to approve 60-3331-1, GRF Landscape Perimeter Walls, as amended and once formatted, forward to the Physical Property Committee for final approval.	Recording Secretary	Physical Property Committee			

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<p>60-5350-1, Construction Bids and Contracts The Committee moved to approve 60-5350-1, Construction Bids and Contracts, as amended and once formatted, forward to the Physical Property Committee for final approval.</p> <p>It was the consensus of the Committee to take no action and bring back to the next scheduled meeting, the following governing documents:</p> <ul style="list-style-type: none"> • 60-5504-1, Insurance for Contractors • 60-5504.01-1, Insurance for Vendors 		Physical Property Committee			
<p style="text-align: center;">FUTURE AGENDA ITEMS: The Committee moved/concurred to:</p> <ol style="list-style-type: none"> 1. Power DMS to Search WordPress Plug In – Demo 2. Establish Committee Review Priorities 3. Governing Documents: <ul style="list-style-type: none"> • - Physical Property Department <ul style="list-style-type: none"> ○ 60-5504-1, Insurance for Contractors ○ 60-5504.01-1, Insurance for Vendors • Glossary of Terms • Mutual Administration Department • Finance Department 					Recording Secretary