



## MUTUAL ADMINISTRATION COMMITTEE

**SUMMARY REPORT**  
**Monday, October 14, 2019**  
**1:00 p.m.**

Action/Request	Person Resp.	Cmte. Referral	FC	BOD	Comments
<b>1. STAFF REPORTS:</b> <b>Member Resources and Assistance Liaison</b> MOVED to schedule the Transportation and Meals Town Hall presentation on a quarterly basis.	Member Resources and Assistance Liaison				
<b>2. SUB-COMMITTEE REPORT:</b> <b>Dissolution of Welcome Packet Sub-committee</b> MOVED to dissolve the Welcome Packet sub-committee as it has revised the Welcome Packet.	Recording Secretary				
<b>3. UNFINISHED BUSINESS:</b> <b>Bereavement Workbook, Hazardous Waste Section</b> MOVED to approve, as amended, the hazardous waste section of the Bereavement Workbook, send to the Communications department, for artwork revision and return to the Mutual Administration Committee, for final review.	Recording Secretary				
<b>4. UNFINISHED BUSINESS:</b> <b>Review Welcome Packet Document</b> MOVED to remove the Notice and Disclosure, Power of Attorney page from the Welcome Packet, request corporate counsel review the page, with feedback from the Stock Transfer Manager, and recommend a signature line be added.	Executive Director  Stock Transfer Manager				

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<p>CONCURRED TO schedule a work study to include Committee members Susan Hopewell, and Paula Snowden.</p>					
<p><b>5. NEW BUSINESS: Explore Additional Revenue Opportunities within the Copy &amp; Supply Center</b> CONCURRED to refer topic to the Finance Committee, as the Copy &amp; Supply Center will move to the Finance Department.</p>	Recording Secretary		X		
<p><b>6. NEW BUSINESS: Approve Use of Clubhouse Four for Senior Medicare Patrol Healthcare Fraud Presentation</b> MOVED to authorize the Senior Medicare Patrol to offer “Empowering Seniors to Prevent Healthcare Fraud” on November 12, 2019, at 1 p.m., in Clubhouse Four.</p>					
<p><b>7. GOVERNING DOCUMENTS: Amend 1801-33, Qualified Permanent Resident and Co-occupant Agreements, Update</b> MOVED to rescind 1801-33, Qualified Permanent Resident and Co-occupant Agreements, because the rules are contained in Mutual policy 7541.</p>	Recording Secretary			X	
<p><b>8. GOVERNING DOCUMENTS: Amend 70-1400-1, Use of GRF (Trust) Facilities</b> MOVED to refer 70-1400-1, Use of GRF (Trust) Facilities to the Recreation Committee and recommend the GRF BOD amend the document.</p>	Recording Secretary	REC			
<p><b>9. GOVERNING DOCUMENTS: Amend 50-1610-3, GRF Membership Eligibility Criteria</b></p>	Recording Secretary				

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MOVED to amend 50-1610-3, GRF Membership Eligibility Criteria.					
<b>10. GOVERNING DOCUMENTS: Amend 50-5165-3, Mutual Administration Committee Charter</b> MOVED to recommend the GRF BOD amend 50-1610-3, Mutual Administration Committee Charter, removing reference to the <b>Copy</b> and Supply Center, cost center 544, which will be moved to the Finance Department.	Recording Secretary			<b>X</b>	
<b>11. GOVERNING DOCUMENTS: Amend 50-2115-1, Copy &amp; Supply Center, Services and 50-2115-2, Copy &amp; Supply Center, Fees</b> MOVED to refer 50-2115-1, Copy and Supply Center, Services and 40-2115-2, Copy and Supply Center, Fees to the Finance Department.	Recording Secretary		<b>X</b>		
<b>FUTURE AGENDA ITEMS:</b> <i>The Committee moved/concurred to include:</i>					
<ol style="list-style-type: none"> <li>1. Bereavement Workbook, Hazardous Waste Section, Update</li> <li>2. Review "Welcome Packet..." Document Update</li> <li>3. Legal Review of Power of Attorney Document, Update</li> </ol>					