Golden Rain Foundation

GOVERNING DOCUMENT COMMITTEE MINUTES
November 6, 2019

The meeting of the Governing Documents Committee was held on Wednesday, November 6, 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.

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

Staff and Guests: Mr. D. Fabian, IT Supervisor
Mrs. C. Mancilla, Recording Secretary
Ms. J. Isom, GRF Representative, Mutual Sixteen
No Shareholder/Member

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

No Shareholder/Member spoke on items on the agenda.

APPROVAL OF MINUTES

The minutes of the October 2, 2019, regular meeting were approved, as presented.

CORRESPONDENCE (N/A)

STAFF REPORTS

The Power DMS Administrator provided an updated monthly report.

A Work study is to be scheduled to add keywords to all governing documents.

SUBCOMMITTEE REPORTS (N/A)

UNFINISHED BUSINESS

Establish Committee Review Priorities

The Committee discussed this agenda item. No Action was taken.

GRF Board Goals

i. Finalize/Establish Policies re: Governing Document Control

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

Power DMS to Search WordPress Plug In - Demo

The IT Supervisor provided a demo on Power DMS to Search WordPress Plug In.

After a brief discussion, Ms. Hopewell MOTIONED, seconded by Mr. Lukoff and carried unanimously by the Committee members–

> **TO** approve the governing document layout on the website, as amended and presented by IT.

After further discussion, Ms. Hopewell MOTIONED, seconded by Ms. St. Aubin and carried unanimously by the Committee members–

> **TO** approve the new format and to activate the upper links, as presented by IT.

NEW BUSINESS

Use of word Policy in governing documents

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

Terminology – Rules/Policy

After a brief discussion, Ms. Findlay MOTIONED, seconded by Ms. Hopewell and carried unanimously by the Committee members–

> **TO** remove the word policy/policies, from within the body of the governing documents.

Governing Document – Procedures

The Committee discussed this agenda item. No Action was taken.

GOVERNING DOCUMENTS

Amend 20-5125-3, Communications/ITS Committee Charter

After a brief discussion, Ms. Hopewell MOTIONED, seconded by Ms. St. Aubin and carried unanimously by the Committee members–

> **TO** amend 20-5125-3, Communications/ITS Committee Charter, by adding keywords, as well as making the Non-substantial changes and approved, as final.

Amend 70-5135-3, Recreation Committee Charter

After a brief discussion, Ms. Hopewell MOTIONED, seconded by Ms. St. Aubin and carried unanimously by the Committee members–

> **TO** amend 70-5135-3, Recreation Committee Charter, by adding keywords and approved, as final.

Amend 80-5145-3, Security Bus and Traffic Committee Charter

After a brief discussion, Ms. Hopewell MOTIONED, seconded by Mr. Lukoff and carried unanimously by the Committee members–

> **TO** amend 80-5145-3, Security Bus and Traffic Committee Charter, by adding keywords and approved, as final.

Amend 40-5115-3, Finance Committee Charter

After a brief discussion, Ms. Hopewell MOTIONED, seconded by Mr. Lukoff and carried unanimously by the Committee members–

> **TO** amend 40-5115-3, Finance Committee Charter, by adding keywords and approved, as final.

Amend 40-2244-3, Reconciliation of Annual Financial Statement

After a brief discussion, Ms. Hopewell MOTIONED, seconded by Ms. St. Aubin and carried unanimously by the Committee members–

> **TO** amend 40-2244-3, Reconciliation of Annual Financial Statement, by adding keywords and approved, as final.

Amend 40-3323-3, Disposition of Surplus Equipment

After a brief discussion, Ms. Hopewell MOTIONED, seconded by Ms. Findlay and carried unanimously by the Committee members–

> **TO** amend 40-3323-3, Disposition of Surplus Equipment, by adding keywords and approved, as final.

Amend 40-5506-3, Request for Proposal Requirements

After a brief discussion, Ms. Hopewell MOTIONED, seconded by Ms. St. Aubin and carried unanimously by the Committee members–

> **TO** amend 40-5506-3, Request for Proposal Requirements, by adding keywords, as well as making the Non-substantial changes and approved, as final.

Amend 40-5522-3, Safe Deposit Boxes

After a brief discussion, Ms. Hopewell MOTIONED, seconded by Ms. St. Aubin and carried unanimously by the Committee members–

> **TO** amend 40-5522-3, Safe Deposit Boxes, by adding keywords and approved, as final.

It was the consensus of the Committee to take no action and bring back to the next scheduled meeting, the following governing documents:

- 40-3326-1, Purchasing Warehouse Guidelines for Inventory and Non-Inventory Purchases
- 40-2230-3, Authorized Signatories
- 40-2920-3, Budget Controls
- 40-3325-3, Purchase of Non-Standard Items
- 40-5340-1, Capital Improvement Fund
- 40-5520-1, Reserves
- 40-5523-1, Accounts Receivable Collections
- 40-5528-1, Refund of Excess Income
- 40-5540-1, Contingency Operating Fund
- 40-5516-3, Committee Non-Budgeted Expense
- 40-5061-2, Fees

FUTURE AGENDA ITEMS

The Committee concurred to add as future agenda items:

- IT Supervisor – update on Power DMS training
- Work Study for keywords – update
- Mutual Policy Coding (request Mutual Administration Director to attend the next scheduled meeting)
- Finance Governing Documents (request Executive Director to attend the next scheduled meeting)

PRESIDENT'S COMMENTS

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

ADJOURNMENT

Chair Snowden adjourned the meeting at 12:09 p.m.

Paula K. Snowden

Paula Snowden, Chair
GOVERNING DOCUMENTS

cm 11.06.19