



GOVERNING DOCUMENTS COMMITTEE

SUMMARY REPORT
Wednesday, December 4, 2019
10:00 a.m.

Action/Request	Person Resp.	Cmte. Referral	F C	B O D	Comments
<p>1. GOVERNING DOCUMENTS:</p> <p><u>Amend 40-2230-3, Authorized Signatories</u></p> <p>It was consensus of the Committee to request staff make changes to 40-2230-3, Authorized Signatories and send to the next scheduled Finance Committee meeting, for approval.</p> <p><u>Amend 40-3325-3, Purchase of Non-Standard Items</u></p> <p>The Committee moved to amend 40-3325-3, Purchase of Non-Standard Items, by making a change on the document number (40-3325-1) and approved, as final.</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"> • Amend 40-2920-3, Budget Controls • Amend 40-3326-1, Purchasing Warehouse Guidelines for Inventory and Non-Inventory Purchases • Amend 40-5340-1, Capital Improvement Fund • Amend 40-5520-1, Reserves • Amend 40-5523-1, Accounts Receivable Collections • Amend 40-5528-1, Refund of Excess Income • Amend 40-5540-1, Contingency Operating Fund • Amend 40-5516-3, Committee Non-Budgeted Expense • Amend 40-5061-2, Fees 	<p>Executive Director/ Director of Finance</p> <p>Recording Secretary</p> <p>Recording Secretary</p>				

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FUTURE AGENDA ITEMS:

The Committee moved/concurred to:

- By-laws – Discussion of the next stage
- Member/Shareholder – Definition

Recording
Secretary