



MUTUAL ADMINISTRATION COMMITTEE

SUMMARY REPORT Monday, December 9, 2019 1:00 p.m.

Action/Request	Person Resp.	Cmte. Referral	FC	BOD	Comments
1. UNFINISHED BUSINESS: Welcome Packet Review The Committee discussed the Welcome Packet and will review it at the January Committee meeting.	Recording Secretary				
2. UNFINISHED BUSINESS: Legal Review to Include Printed GRF and Mutual Documents in Welcome Packet, Update The Executive Director advised that the document has not yet been returned by Corporate Counsel; no action was taken.	Executive Director				
3. UNFINISHED BUSINESS: Legal Review of Power of Attorney Document Moved to accept the changes recommended by corporate counsel to the Power of Attorney Disclosure Form, and to forward to the Governing Documents Committee for assignment of a form number.	Recording Secretary	Governing Documents Committee			
4. UNFINISHED BUSINESS: GRF Election Timetable, Update The committee discussed the GRF Elections Timetable, no was action taken.					

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<p>5. UNFINISHED BUSINESS: Update on Community Guide The Committee requested the Communication and Technology Director to bring a mock-up of the Community Guide to the Communication Committee.</p>	Communi- cations and Technology Director	Communi- cations Committee			
<p>6. NEW BUSINESS: Use of Red Envelopes in Stock Transfer Office The Committee concurred to authorize the Stock Transfer Office to accept the “red” envelope provided by the Onsite Home Sales.</p>	Stock Transfer Manager				
<p>7. NEW BUSINESS: Welcome Packet – Bereavement Workbook name Change The Committee concurred to change the name of the Bereavement Workbook to “Planning Ahead for My Family”.</p>	Recording Secretary				
<p>8. NEW BUSINESS: Capital Funding Request – Custom Programming for Mutual SRO Reports Moved to recommend the GRF Board authorize Capital Funds, not to exceed \$5,000, for the custom programming necessary to generate the Mutual monthly SRO reports (SROs by bill code), pending Finance Committee review.</p>	Recording Secretary		X	X	
<p>9. NEW BUSINESS: Review of Mutual Administration Services to the Mutuals, as identified by the Mutual Services Review Ad hoc Committee (MSRAH) The Committee reviewed the Mutual Administration portion of</p>					

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services to the Mutuels, prior to the GRF Board Meeting.					
<p style="text-align: center;"><i>FUTURE AGENDA ITEMS:</i> <i>The Committee moved/concurred to include:</i></p> <ol style="list-style-type: none">1. New Member Info Review2. Review the “Planning Ahead for My Family”					