



## MUTUAL ADMINISTRATION COMMITTEE

### SUMMARY REPORT Monday, January 13, 2020 1:00 p.m.

Action/Request	Person Resp.	Cmte. Referral	FC	BOD	Comments
<b>1. UNFINISHED BUSINESS: Welcome Packet Review</b> The Committee concurred to accept the items for inclusion in the Stock Transfer Office's Welcome Packet to new members, as amended to remove the GRF Notice of Disclosure.	Stock Transfer Manager				
<b>2. UNFINISHED BUSINESS: Legal Requirement to Include Printed GRF and Mutual Documents in Welcome Packet, Update</b> The Committee concurred to talk about the topic again, in the February meeting.	Recording Secretary				
<b>3. UNFINISHED BUSINESS: Update on POA Disclosure</b> MOVED to amend the power of attorney Notice and Disclosure as amended.	Stock Transfer Manager				
<b>4. NEW BUSINESS: New Buyer Orientation Form</b> The Committee concurred to refer the Mutual Buyer Orientation form to the President's Council.	Recording Secretary				

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<p><b>5. NEW BUSINESS:</b>  <b>Resource Rack in Building Five</b>          MOVED to approve the Maintenance of Resource Racks within the Library and Building 5; the Executive Director will forward a request to the Architectural Design Review Committee (ADRC) to review for an alternative design of the racks.</p>	<p>Executive Director</p>	<p>Architectural Design Review Committee</p>			
<p style="text-align: center;"><b>FUTURE AGENDA ITEMS:</b>  <i>The Committee moved/concurred to include:</i></p> <p><b>1. Legal Requirement to Include Printed GRF and Mutual Documents in Welcome Packet, Update:</b></p> <ul style="list-style-type: none"> <li>• <b>Feedback from IT regarding bulk printing document capabilities. Review draft document advising how to access GRF and Mutual rules. Review maximum cost of printing documents.</b></li> </ul>					