



GOVERNING DOCUMENT COMMITTEE MINUTES

March 4, 2020

The meeting of the Governing Documents Committee was held on Wednesday, March 4, 2020 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. L. Findlay

Absent: Ms. J. St. Aubin
 Ms. L. Stone, Ex-Officio

Staff and Guests: Mr. D. Fabian, IT Supervisor
 Mrs. C. Mancilla, Recording Secretary
 Mr. W. Thompson, GRF Representative, Mutual Five
 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 Vice President, Susan Hopewell; Daniel Fabian, IT Supervisor and Recording Secretary, Corina Mancilla.

SHAREHOLDER COMMENTS

One Shareholder/Member spoke on items on the agenda.

APPROVAL OF MINUTES

The minutes of the February 5, 2020, regular meeting and February 26, 2020, special meeting were approved, as presented.

CORRESPONDENCE (N/A)

STAFF REPORTS

The Power DMS Administrator provided an updated monthly report.

SUBCOMMITTEE REPORTS (N/A)

UNFINISHED BUSINESS

Establish Committee Review Priorities

It was the consensus of the Committee to review governing documents in the following order:

- i. IT Department
- ii. Recreation Department
- iii. Security Department

After further discussion, it was Consensus of the Committee to review the Executive/Administration, governing documents after the IT department.

Power DMS – Training Update

The Power DMS Administrator and the IT Supervisor provided an update on the training for the GRF recording secretaries.

The Committee requested the IT Supervisor create a Power DMS procedures & flowchart and provide at the next scheduled meeting.

By-laws – Discussion of the next stage

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

NEW BUSINESS

Mutual Policy Coding

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

Identification of “Reviewed” when done by either owning committee GDC

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

TO add “GDC” including the date, in the document history, when documents have been reviewed, by the Governing Document’s Committee meeting.

GOVERNING DOCUMENTS

Amend 20-2860-3, Advertising Rates

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

TO amend 20-2860-3, Advertising Rates, by making Non-substantial changes as well as making a change on the document number (20-2860-1) and approved, as final.

Amend 20-5050-1, Digital Billboards

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

TO amend 20-5050-1, Digital Billboards, by adding keywords as well as making the Non-substantial changes and approved, as final.

Amend 20-5050-4, Digital Billboard Display Request Form

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

TO amend 20-5050-4, Digital Billboard Display Request Form, by adding keywords as well as making the Non-substantial changes and approved, as final.

Amend 20-5051-3, Website Management

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

TO amend 20-5051-3, Website Management, by making the Non-substantial changes 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:

- Amend 20-5583-3, Minibus Advertising
- Amend 20-5581-1, Communications Department Advertising Policy
- Amend 20-5585-1, Advertising Policy

FUTURE AGENDA ITEMS

The Committee concurred to add as future agenda items:

- Power DMS Procedures & Flowchart – IT Supervisor
- Mutual Policy Coding (request Mutual Administration Director to attend the April meeting)
- By-laws (request Executive Director to attend the April meeting)

PRESIDENT'S COMMENTS

The President was not available to provide comments at the time of the meeting.

ADJOURNMENT

Chair Snowden adjourned the meeting at 12:06 p.m.

Paula Snowden, Chair
GOVERNING DOCUMENTS

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