



**EXECUTIVE COMMITTEE MINUTES**  
**Friday, April 9, 2021**

The meeting of the Executive Committee was held on Friday, April 9, 2021. The meeting was called to order at 1:00 p.m. by Chair Stone, in the Clubhouse Four and via Zoom; the Pledge of Allegiance was recited.

**ROLL CALL**

Present:	Ms. L. Stone, Chair	Mr. P. Pratt (via Zoom)
	Mr. P. Friedman	Ms. K. Rapp
	Ms. M. Gerber (via Zoom)	Ms. P. Snowden
	Mrs. L. Perrotti	Ms. S. Hopewell, President
Staff and Guests:	Ms. L. Dillman, Human Resources Director	
	Mr. V. Rocha, Director of Security Services	
	Ms. B. Shuler, Finance Manager, (via Zoom)	
	Mrs. D. Bennett, Recording Secretary, (via Zoom)	
	Mr. W. Thompson, GRF Representative, Mutual Five, (via zoom)	
	Mr. T. Doderio, GRF Representative, Mutual Nine, (via Zoom)	
	Ms. C. Levine, GRF Representative, Mutual Ten	
	Mr. L. Melody, GRF Representative, Mutual Fourteen, (via Zoom)	
	Mr. N. Massetti, GRF Representative, Mutual Seventeen, (via Zoom)	
	Two Foundation Members	

In accordance with Civil Code 4090, please be advised that a quorum of the board is present in-person, via telephone or virtually at a posted meeting and the business of the committee conducted in accordance with an agenda. As such, a meeting of the Executive Committee is called to order and a meeting of the Board of the Golden Rain Foundation (GRF) is called to order. Any agenda actions of the committee will be limited only to the members of committee and will only constitute such actions in accordance with stated committee policy and/or provide recommendations to the GRF Board at a regularly scheduled meeting of the Board normally held on the 4<sup>th</sup> Tuesday of the month. GRF Board members who are not committee members will be allowed to comment only:

- a) During proscribed comment period for a period not to exceed 3 minutes
- b) If recognized by the Chair of the Committee.

**CHAIR'S ANNOUNCEMENTS**

The Chair introduced Human Resources Director LeAnn Dillman, Security Services Director Victor Rocha, Finance Manager Barbara Shuler (via Zoom), and Recording Secretary Deanna Bennett (via Zoom).

## **CHAIR'S REPORT**

The Chair did not present a report.

## **SHAREHOLDER/MEMBER COMMENTS (AGENDA ITEMS ONLY)**

No shareholder/members spoke on agenda topics.

## **APPROVAL OF COMMITTEE MINUTES**

The minutes of the March 12, 2021 meeting were approved, as presented.

## **CORRESPONDENCE**

No general correspondence was received by the Committee.

## **STAFF REPORTS**

### Human Resources Director

The Human Resources Director's Human Resources report was accepted, as presented.

### Finance Manager

The Finance Manager's Financial report was accepted, as presented.

### Executive Director

The Executive Director was unable to attend the meeting.

## **SUBCOMMITTEE REPORTS (n/a)**

## **PRESIDENTS COMMENTS**

The GRF President spoke on agenda topics throughout the meeting.

## **UNFINISHED BUSINESS**

### Review of Rental Specialist Position Description

The Committee concurred to review the Rental Specialist position description and the item of correspondence pertaining to it at the next scheduled Committee meeting.

### "On Your Own" Booklet, Update

The Committee was advised that the newly formatted version has been completed by the LW Weekly staff and will be available for Committee review at the May committee meeting. Direction from the Executive Director will be sought regarding the final distribution (replace existing booklet or modify existing booklet).

## **NEW BUSINESS**

### Stock Transfer Office Reorganization, Update

The Mutual Administration Director was unable to attend the meeting; the topic will be discussed at the next scheduled Committee meeting.

### Information Technology Position Description

The Committee concurred to review the Information Technology position description, amended to include network security duties, at the next scheduled Committee meeting.

### Exercise Room Attendant Position Description

The Committee concurred to review the Exercise Room Attendant position description at the next scheduled Committee meeting.

### Member Resources & Assistance Liaison Position Description

The Committee concurred to review the Member Resources & Assistance Liaison position description at the next scheduled Committee meeting.

## **GOVERNING DOCUMENTS**

### Amend 50-1610-3, GRF Membership Eligibility

Ms. Rapp MOVED, seconded by Mr. Friedman, and carried unanimously-

**TO** recommend the GRF Board of Directors amend 50-1610-3, GRF Membership Eligibility, as amended.

### Amend 50-1640-4, Active Membership Certificate

The Committee concurred to request the document be reviewed by corporate counsel and be included on the next scheduled Committee agenda.

## **FUTURE AGENDA ITEMS**

1. Review of Rental Specialist Position Description
2. Stock Transfer Office Reorganization, Update
3. Information Technology Position Description
4. Exercise Room Attendant Position Description
5. Member Resources & Assistance Liaison Position Description
6. Amend 50-1640-4, Active Membership Certificate
7. Amend 30-5093-1, Member/Owner (M/O) Renter/Lessee (R/L) Rules of Conduct
8. Amend 30-5093-2, Member/Owner (M/O) Renter/Lessee (R/L) Rules of Conduct, Non-compliance with Rules of Conduct – Fines and Penalties

**NEXT MEETING:**

Friday, May 14, 2021 at 1:00 p.m., Clubhouse Four and via Live Stream.

**ADJOURNMENT**

The meeting was adjourned at 2:06 p.m.

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Linda Stone, Chair  
04.09.21

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