



MUTUAL ADMINISTRATION COMMITTEE

SUMMARY REPORT
Monday, May 10, 2021
1:00 p.m.

Action/Request	Person Resp.	Cmte. Referral	FC	BOD	Comments
1. UNFINISHED BUSINESS: Review of Stock Transfer Pet Brochure The Committee concurred to amend the Stock Transfer Pet Brochure and refer to the Presidents' Council for approval.	Stock Transfer Mutual Administration Recording Secretary	Presidents' Council			
2. UNFINISHED BUSINESS: Update on the Remodel of the Stock Transfer Office / Admin Building The Committee discussed the remodel of the Stock Transfer Office / Admin Building; no action was taken.					
3. UNFINISHED BUSINESS: Update on Rentals The Committee concurred to include this item on the next committee meeting.	Stock Transfer Mutual Administration Director				
4. NEW BUSINESS: Status of Training & Staff Changed in Stock Transfer The Committee concurred to include this item on the next committee meeting.	Stock Transfer Mutual Administration Director				
5. NEW BUSINESS: Mutual Board Training Topics – Questionnaire Results The Committee concurred to receive a copy of the questionnaire results from the Executive Director.	Executive Director				
6. NEW BUSINESS: Liability Insurance Booklet The Committee concurred to include this item on the next committee meeting.	Stock Transfer Mutual Administration Recording Secretary				

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<p>7. GOVERNING DOCUMENTS: Amend policy 50-5165-3 Mutual Admin & Service Maintenance Committee Charter MOVED to recommend the GRF Board of Directors amend 50-5165-3 Mutual Admin & Service Maintenance Charter.</p>	Mutual Administration			X	
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FUTURE AGENDA ITEMS:

The Committee moved/concurred to include:

- 1. Fire Safety / Stove Top Safety**
- 2. Update on rentals**
- 3. Status of Training & Staff Changes in Stock Transfer**
- 4. Liability Insurance Booklet**