



MUTUAL ADMINISTRATION COMMITTEE

SUMMARY REPORT
Monday, July 12, 2021
1:00 p.m.

Action/Request	Person Resp.	Cmte. Referral	FC	BOD	Comments
1. UNFINISHED BUSINESS: Discuss the Liability Insurance Booklet CONCURRED to revise the Liability Insurance Booklet and bring back at the August Meeting.	Mutual Administration Director Recording Secretary				
2. NEW BUSINESS: Select GRF Committee Vice Chair CONCURRED to appoint Mr. Nick Massetti, GRF Representative for Mutual Seventeen, as the Committee Vice Chair for the Mutual Administration Committee.	Mutual Administration Recording Secretary				
3. NEW BUSINESS: GRF Board Goals MOVED to recommend to the GRF Administration Committee to make an additional FTE split between Stock Transfer and Mutual Administration.	Mutual Administration Director Recording Secretary	Executive Committee			
4. NEW BUSINESS: Committee Review of Departmental Reports CONCURRED to review the Departmental Reports and bring back suggestion at the August meeting.	Mutual Administration Committee Recording Secretary				
5. NEW BUSINESS: 2022 Budget, Cost Center 533 MOVED to recommend the Mutual Administration Department to include the Guest Passes cost back into the 2022 Budget for Cost Center 533 and bring back at the August meeting.	Mutual Administration Director Security Services Director				

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<p>6. NEW BUSINESS: Review of “Paws for Thought” CONCURRED to revise the “Paws for Thought” and bring back at the August meeting.</p>	Mutual Administration Director Recording Secretary				
<p>7. NEW BUSINESS: Review of Stock Transfer Buying and Selling Handout CONCURRED to revise the Stock Transfer Buying and Selling Handout and bring back at the August Meeting.</p>	Mutual Administration Director Recording Secretary				
<p>8. NEW BUSINESS: Discuss the Mutual Administration Documents & Power DMS CONCURRED to assign document numbers and upload the following documents to Power DMS: the Liability Insurance Booklet, “Paws for Thought”, and the Stock Transfer Buying and Selling Handout. These items will come back at the August meeting.</p>	Mutual Administration Director Recording Secretary				
<p>9. GOVERNING DOCUMENTS: Review policy 50-5165-3 Mutual Admin Committee Charter CONCURRED to mark policy 50-51653-Mutual Admin Committee Charter as “reviewed”.</p>	Recording Secretary				
<p><i>FUTURE AGENDA ITEMS:</i> <i>The Committee moved/concurred to include:</i></p> <ol style="list-style-type: none"> 1. Update on Liability Insurance Booklet 2. Update on “Paws” For Thought 3. Update on Stock Transfer Buying and Selling Handout 4. Discussion of GRF Staff Review of Department Reports 5. Discussion of Committee Review of Department Reports 6. Discuss and vote on the 2022 Budget for Cost Center 533 (Include Guest Passes cost) 7. Discuss and vote on the 2022 Budget for Cost Center 545 8. Discuss and vote on the 2022 Budget for Cost Center 574 					Recording Secretary