



## MUTUAL ADMINISTRATION COMMITTEE

### SUMMARY REPORT Monday, July 11, 2022 1:00 p.m.

Action/Request	Person Resp.	Cmte. Referral	FC	BOD	Comments
<b>1. APPROVAL OF MINUTES</b> The minutes of the May 8, 2022, meeting was approved, as presented.	Recording Secretary				
<b>2. STAFF REPORTS: MUTUAL ADMINISTRATION DIRECTOR</b> The Mutual Administration Director presented the Budget Variance Report, Budget Comparison Report, and numbers report for Mutual Administration and Stock Transfer.  The Committee reached a consensus to refer 40-1201-2 GRF Identification Cards – Fees to the Finance Committee regarding the renaming of the \$500.00 collection fee.	Mutual Administration Director		<b>X</b>		
<b>3. STAFF REPORTS: MEMBER RESOURCES &amp; ASSISTANT LIAISON</b> The Member Resources and Assistance Liaison presented the Member Resources and Assistance Liaison report and provided an update on the Life Options Expo.	Member Resources & Assistance Liaison				
<b>4. STAFF REPORTS: FACILITIES MANAGER</b> The Facilities Manager presented the Budget Variance Report, Budget Comparison Report for Service Maintenance and provided an update on the Kennedy valves.	Facilities Manager				
<b>5. STAFF REPORTS: SERVICE MAINTENANCE SUPERVISOR</b> The Service Maintenance Supervisor presented the Open Service Repair Orders (SRO's), and the Year to Date (YTD) Service Repair Orders.	Service Maintenance Supervisor				
<b>6. STAFF REPORTS: PHYSICAL PROPERTY MANAGER</b> The Physical Property Manager presented the Physical Property Activity report, the Permit Report, and the Fire Inspections Report.	Physical Property Manager				

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<b>7. NEW BUSINESS: APPOINT MUTUAL ADMINISTRATION COMMITTEE VICE CHAIR</b> TO appoint Susan Jacquelin as Committee Vice Chair for the Mutual Administration Committee.	Recording Secretary				
<b>8. NEW BUSINESS: 2022 ANNUAL ELECTION RECAP</b> The Mutual Administration Director provided an update on the 2022 Election results for the Mutuels and GRF.	Mutual Administration Director				
<b>9. NEW BUSINESS: DISCUSS DIRECTOR TRAINING</b> The Committee discussed the Director Training and concurred to bring it back to the next Mutual Administration Committee meeting.	Recording Secretary				
<b>FUTURE AGENDA ITEMS:</b> The Committee concurred to add future agenda items: <ol style="list-style-type: none"> <li>1. Discuss 50-5165-3 Mutual Administration &amp; Service Maintenance Committee Charter</li> <li>2. Discuss Identifying Thrift Stores for Donating Dumpster Items</li> <li>3. Update on Kennedy valves</li> <li>4. Discuss Director Training</li> <li>5. Review Mutual Administration and Stock Transfer Fees</li> <li>6. Review Mutual Administration, Stock Transfer, and Service Maintenance Budgets</li> <li>7. Review SRO fees</li> </ol>					Recording Secretary