



MUTUAL ADMINISTRATION COMMITTEE

SUMMARY REPORT Monday, October 10, 2022 1:00 p.m.

Action/Request	Person Resp.	Cmte. Referral	FC	BOD	Comments
1. APPROVAL OF MINUTES The minutes of the September 12, 2022, meeting was approved, as presented.	Recording Secretary				
2. STAFF REPORTS: <u>MUTUAL ADMINISTRATION DIRECTOR</u> The Mutual Administration Director presented the Budget Variance Report, Budget Comparison Report, and numbers report for Mutual Administration.	Mutual Administration Director				
3. STAFF REPORTS: <u>STOCK TRANSFER MANAGER</u> The Stock Transfer Manager and Mutual Administration Director presented the Budget Variance report, Budget Comparison Report, and numbers report for Stock Transfer.	Mutual Administration Director Stock Transfer Manager				
4. STAFF REPORTS: <u>MEMBER RESOURCES & ASSISTANT LIAISON</u> The Member Resources Liaison presented the Member Resources Liaison report and provided an update on the AlzOC's grant.	Member Resources & Assistance Liaison				
5. STAFF REPORTS: <u>FACILITIES MANAGER</u> The Facilities Manager presented the Budget Variance Report and Budget Comparison Report for Service Maintenance.	Facilities Manager				
6. STAFF REPORTS: <u>SERVICE MAINTENANCE SUPERVISOR</u> The Service Maintenance Supervisor presented the Open Service Repair Orders (SROs), and the Year to Date (YTD) Service Repair Orders.	Service Maintenance Supervisor				
7. STAFF REPORTS: <u>PHYSICAL PROPERTY MANAGER</u> 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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<p>8. NEW BUSINESS: <u>UPDATE ON SECURITY IN SERVICE MAINTENANCE</u></p> <p>The Facilities Manager provided an update on Security in Service Maintenance. It was a consensus of the committee to bring item back to the next committee meeting.</p>	Facilities Manager				
<p>9. NEW BUSINESS: <u>REVIEW COST ON KEYCHAINS, FOLDERS, PENS, AND BAGS AND UPDATE ON ADVERTISING FOR WELCOME PACKET</u></p> <p>The Mutual Administration Director and Stock Transfer Manager presented the cost of keychains, folders, pens, and bags for the Welcome Packet and provided an update on advertising.</p> <p>It was the consensus of the committee to not proceed with keychains, folders, bags, and pens and to review all the Welcome Pack items and advertising in the next MAC Committee term.</p>	Mutual Administration Director Stock Transfer Manager				
<p>10. NEW BUSINESS: <u>DISCUSS DIRECTOR TRAINING PROPOSAL FROM BOARDLINE</u></p> <p>The Mutual Administration Director and Executive Director provided an update on the Director Training Proposal from Boardline. It was the consensus of the committee to bring item back to the next committee meeting.</p>	Mutual Administration Director Executive Director				
<p>FUTURE AGENDA ITEMS:</p> <p>The Committee concurred to add future agenda items:</p> <ol style="list-style-type: none"> 1. December Committee Meeting - Review 50-5165-3 Mutual Administration & Service Maintenance Charter 2. Update on Security in Service Maintenance 3. Update on Director Training – Proposal from Boardline 4. Update on Welcome Packet 5. December Committee Meeting – Update on “Electronic Delivery Consent Form 					