



## ADMINISTRATION COMMITTEE

### SUMMARY REPORT Thursday, August 10, 2023 10:00 a.m.

Action/Request	Person Resp.	Cmte. Referral	F C	B O D	Comments
<p><b><u>FINANCE REVIEW: May 2023</u></b> To accept for audit and forward to the GRF Board the interim financial statements for the period ending May 31, 2023, as presented by the Sr. Director of Member Services and reviewed by the Administration Committee.</p>				X	
<p><b><u>FINANCE REVIEW: June 2023</u></b> To accept for audit and forward to the GRF Board the interim financial statements for the period ending June 30, 2023, as presented by the Sr. Director of Member Services and reviewed by the Administration Committee.</p>				X	
<p><b><u>INVESTMENTS: Reserve Funds Investment Purchase</u></b> To recommend the GRF Board authorize the purchase of brokered CDs through US Bank Corp and Morgan Stanley for \$1,255,000 with terms ranging from three (3) to eighteen (18) months at the prevailing interest rates at the time of purchase and at the discretion of the financial advisors.</p>				X	
<p><b><u>GOVERNING DOCUMENTS: Amend 40-5506-3 – Request for Proposal Requirements</u></b> To amend 40-5506-3, Request for Proposal Requirements, modifying language throughout and establishing the Executive Director’s spending authorization at 1/10th of 1% (.001) of the Foundation’s annual budget, and to designate this rule as 14-5506-1.</p>				X	
<p><b><u>GOVERNING DOCUMENTS: Amend 40-3326-1 – Purchasing</u></b> To amend 40-3326-1, Purchasing Warehouse Guidelines for Mutual Inventory and Non-Inventory Purchases, modifying language throughout and consolidating within it rule 40-3325-1, Purchase of Non-Standard Items, and to further move to change 40-3326-1’s title to Purchasing Warehouse Guidelines and designate it as 14-3326-1.</p>				X	

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<b><u>GOVERNING DOCUMENTS: Rescind 40-3325-1 – Purchasing of Non-Standard Items</u></b> To rescind 40-3325-1, Purchase of Non-Standard Items.				X	
<b><u>GOVERNING DOCUMENTS: Amend 30-1001-5 – Glossary of Terms</u></b> To amend 30-1001-5, Glossary of Terms, to incorporate the new term “Permanent Guest,” and renumber the glossary rule as 13-1001-5.				X	
<b><u>GOVERNING DOCUMENTS: Amend 30-5604-3 – Publication of Board Minutes</u></b> To amend GRF Rule 30-5604-3, Publication of Board Minutes, making minor changes in language, and assigning it the number 13-5604-3.				X	
<b><u>COST RECOVERY ITEMS: Rescind 40-3324-2 – Purchasing Fees</u></b> To rescind 40-3324-2, Purchasing Fees.				X	
<b><u>MONTHLY BOARD AGENDA ITEMS: Proposed Reserve Expenditures – Rubberized Walking Path to the Golf Course Bridge</u></b> Facilities Chair Massetti confirmed the Board Action Request for the Rubberized Walking Path to the Golf Course Bridge is correct.				X	
<b><u>MONTHLY BOARD AGENDA ITEMS: Proposed Reserve Expenditures – Elevator Cab Remodel</u></b> Facilities Chair Massetti confirmed the Board Action Request for the Elevator Cab Remodel is correct.				X	
<b><u>MONTHLY BOARD AGENDA ITEMS: Amend 20-5585-1 – Advertising Policy</u></b> Operations Chair Gambol confirmed the Board Action Request for amending 20-5585-1 is correct.				X	
<b>FUTURE AGENDA ITEMS:</b>					
a. 40-5520-1 Reserves b. 14-5061-2 Facilities and Amenities Fees (Awaiting Annual Budget resolution) c. 13-1021-1 Posting of Signs on Trust Property					Recording Secretary