

MEMBER SERVICES COMMITTEE

Committee Meeting Agenda

Tuesday, August 8, 2023 - 10:00 A.M.

Conference Room A/Zoom

This meeting may also be live streamed at www.lwsb.com.

The tab will be active 15 minutes prior to the start of the meeting

The live streaming uses YouTube live and terminates at the close of the meeting

A quorum of the Board may be present at this meeting, no Board business will be discussed. This meeting has been duly noticed. There is no agenda.

1. Call to Order/Pledge of Allegiance

2. Roll Call/Notice of Quorum

Carole Damoci

Tony Dodero

Susan Hopewell

Edward Jablonski

Susan Jacquelin

Teri Nugent – Chair

Camille Thompson

Patricia Vienna

3. Chair Announcements

a. Introduction of Guests and Staff

Marsha Gerber, GRF President

Jessica Sedgwick, Executive Director

Jesse Cripps, Recreation Director

Emma Hurtado, Executive Assistant

b. Rules of Order

4. Approval of Minutes (pp.1-3)

a. Minutes of July 11, 2023 meeting

5. Member Correspondence/Comments (Limited to 3 minutes per person)

6. Supplementary Staff Reports

a. GRF Upcoming Special Events Report (pp.9-10)

b. Projects List (pp.11)

7. General

a. New Club: Seal Beach Union Evangelical Church (pp.13-17)

Proposed Resolution: to approve the Seal beach Union Evangelical Church.

b. Flea Market

c. Clubhouse One Snooker Table

8. Capital Funding

a. Clubhouse 2 Card & Game Room: Discussion (pp.19-20)

9. Reserve Funding

10. Operating Funding

11. Strategic Initiatives

12. Governing Documents

a. 70-1411-1 – Facility Reservation (pp.21-25)

b. 70-1406-2 – Limitation on use of Trust Property (pp.27)



13. Future Agenda Items

- a. 70-1487-2 – Recreational Vehicle Lot Schedule of Fees

14. Next Meeting Date

- Tuesday, September 12, 2023, at 10:00 a.m. – Conference Room A/Zoom

15. Adjournment

Please be courteous and respectful to other members, Board of Directors and representatives from Management at all times. We ask that you do not raise hands or interrupt the Committee or anyone else who may be speaking. **A member not adhering to these protocols and/or who becomes unruly may be asked to leave the meeting. Failure to comply will result in a special hearing with the Board where disciplinary action may be taken.**



MEMBER SERVICES COMMITTEE MINUTES

July 11, 2023

The meeting of the Member Services Committee was held on Tuesday, July 11, 2023, and was called to order at 10:00 a.m. by Chair Nugent in Conference Room A and via Zoom.com, followed by the Pledge of Allegiance.

Present: Carole Damoci Susan Jacquelin
Tony Dodero arrived 10:28am via Zoom Teri Nugent – Chair Via Zoom
Susan Hopewell Camille Thompson
Edward Jablonski Patricia Vienna

Absent:

Staff and Marsha Gerber, GRF President
Guests: Jessica Sedgwick, Executive Director
Jesse Cripps, Recreation Director
Emma Hurtado, Executive Assistant
Thirteen Shareholders/Members

CHAIR'S ANNOUNCEMENTS

Chair Nugent greeted and welcomed everyone to the Member Services Committee meeting and introduced Foundation members, guests, and staff. Chair Nugent introduced guests and staff—GRF President Marsha Gerber, Executive Director Jessica Sedgwick, Recreation Director Jesse Cripps, and Executive Assistant Emma Hurtado.

APPROVAL OF MINUTES

The minutes of the May 1, 2023 Recreation Committee meeting were approved as presented.

SHAREHOLDER/MEMBER COMMENTS

Seven Shareholders/Members commented at the time of the meeting.

CORRESPONDENCE

The Committee reviewed two correspondences as presented.

SUPPLEMENTARY STAFF REPORTS

The Recreation Director presented the Supplementary Staff Reports included in the meeting packet.

GENERAL

Appoint Vice-Chair

Chair Nugent appointed Camille Thompson as Vice Chair. The Member Services Committee had a consensus to approve Camille Thompson as Vice Chair.

New Club: Seal Beach Union Evangelical Church

The Committee came to a consensus to bring back Seal Beach Union Evangelical Church for further discussion in the next scheduled meeting. The Committee requested floor plans of the setup be included.

CAPITAL FUNDING – N/A

RESERVE FUNDING

Update: Clubhouse 4 Piano – Cost & Options

Motion: To recommend the purchase of a Roland GP9 5' in Polished Ebony at a cost not to exceed \$11,000, with funds to be expending from the Reserve Account, to the Administration Committee to review for fund review and then send its recommendation to the GRF Board after fund review.

First: Susan Jacquelin

Second: Tony Dodero

The motion was carried with one (1) no vote (Viena) and seven (7) yes votes.

OPERATING FUNDING – NA

STRATEGIC INITIATIVES – N/A

GOVERNING DOCUMENTS

70-1487-2 – Recreational Vehicle Lot Schedule of Fees

The Committee came to a consensus to send this item to the Administration Committee.

FUTURE AGENDA ITEMS

- a. Clubhouse 2 Card & Game Room
- b. Amphitheater: Stage Lighting & New Movie Night Projector (Deployable Screen)
- c. 70-1203-1 – Membership of Clubs
- d. Clubhouse 1 Pool Table
- e. Amend 70-1411-1 Facility Reservation

NEXT MEETING

Tuesday, August 8, 2023, in Conference Room A/Zoom.

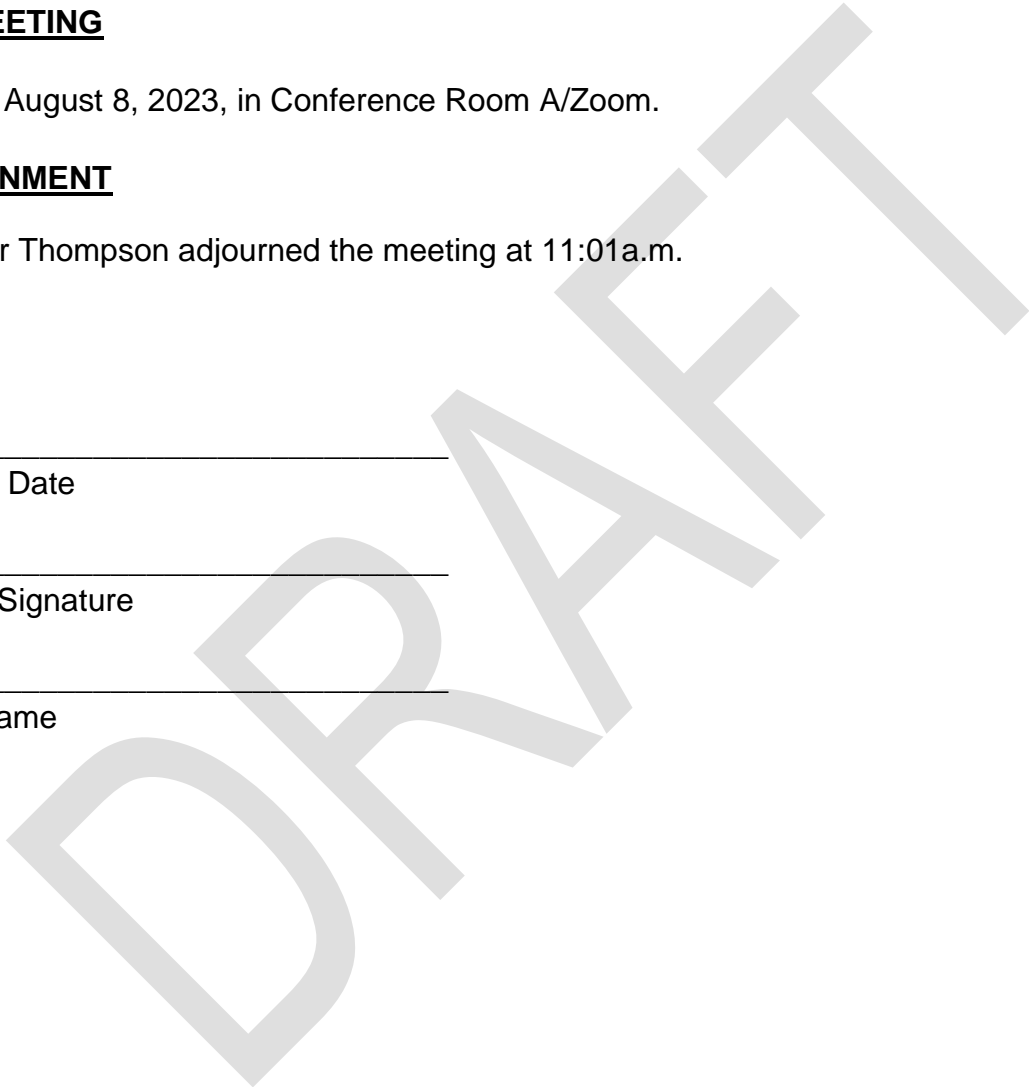
ADJOURNMENT

Vice Chair Thompson adjourned the meeting at 11:01a.m.

Approved Date

Approval Signature

Printed Name



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Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

GRF RECREATION 2023 UPCOMING SPECIAL EVENTS SCHEDULE

EVENT DATE	NAME OF EVENT	LOCATION OF EVENT
August 04, 2023	GRF Amphitheater Movie	"Family Night Movie"
August 10, 2023	GRF Amphitheater Concert	"Bee Gees Gold" Tribute to the Bee Gees
August 17, 2023	GRF Amphitheater Concert	"Matt Lewis as Elvis"
August 18, 2023	GRF Amphitheater Movie	"The Fablemans" – Movie Night
August 24, 2023	GRF Amphitheater Concert	"Always Tina" Tribute to Tina Turner
August 25, 2023	GRF Amphitheater Movie	"Black Panther Wakanda Forever" – Movie Night
August 31, 2023	GRF Amphitheater Concert	"Hip to Be Square" Tribute to Huey Lewis and The News
August 30, 2023	GRF Bus Trip	Pageant of The Masters – Festival of Arts Laguna Beach
September 07, 2023	GRF Amphitheater Concert	"Stone Soul Show"
September 08, 2023	GRF Amphitheater Movie	"Elvis" - Movie Night
September 14, 2023	GRF Amphitheater Concert	"Mark Wood and the Parrot Heads" Tribute to Jimmy Buffett (Season Finale)
September 7, 2023	GRF Bus Trip	Museum of Tolerance
October 15, 2023	Fall Festival & Emergency Expo	Clubhouse 6
October 22 2023	GRF Bus Trip	"Ain't Too Proud" Temptations Story at the Sergerstrom
November 03 & 04, 2023	Arts & Crafts Festival	Clubhouse 2
November 2023	GRF Bus Trip	TBD: Nutcracker or Sawdust Festival
December 06, 2023	Christmas Tree Lighting	Veterans Plaza

December 07, 2023	Menorah Lighting	Veterans Plaza
December 2023	GRF Bus Trip	TBD: Nutcracker or Sawdust Festival
December 16, 2023	Toy Drive Show	Clubhouse 4
December 31, 2023	New Years Eve Band	Clubhouse 4

MEMBER SERVICES COMMITTEE PROJECT REPORT

Project	Status	BOD Approved	Scheduled Completion	BOD Approved Funds
Off-site Regular Bus Service - Shopper Shuttle - Trader Joes	Busses expected to be delivered in August. Delays due to supply shortage from company that produces the seats.	28-Feb	Aug	\$447,977

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December 7, 2022

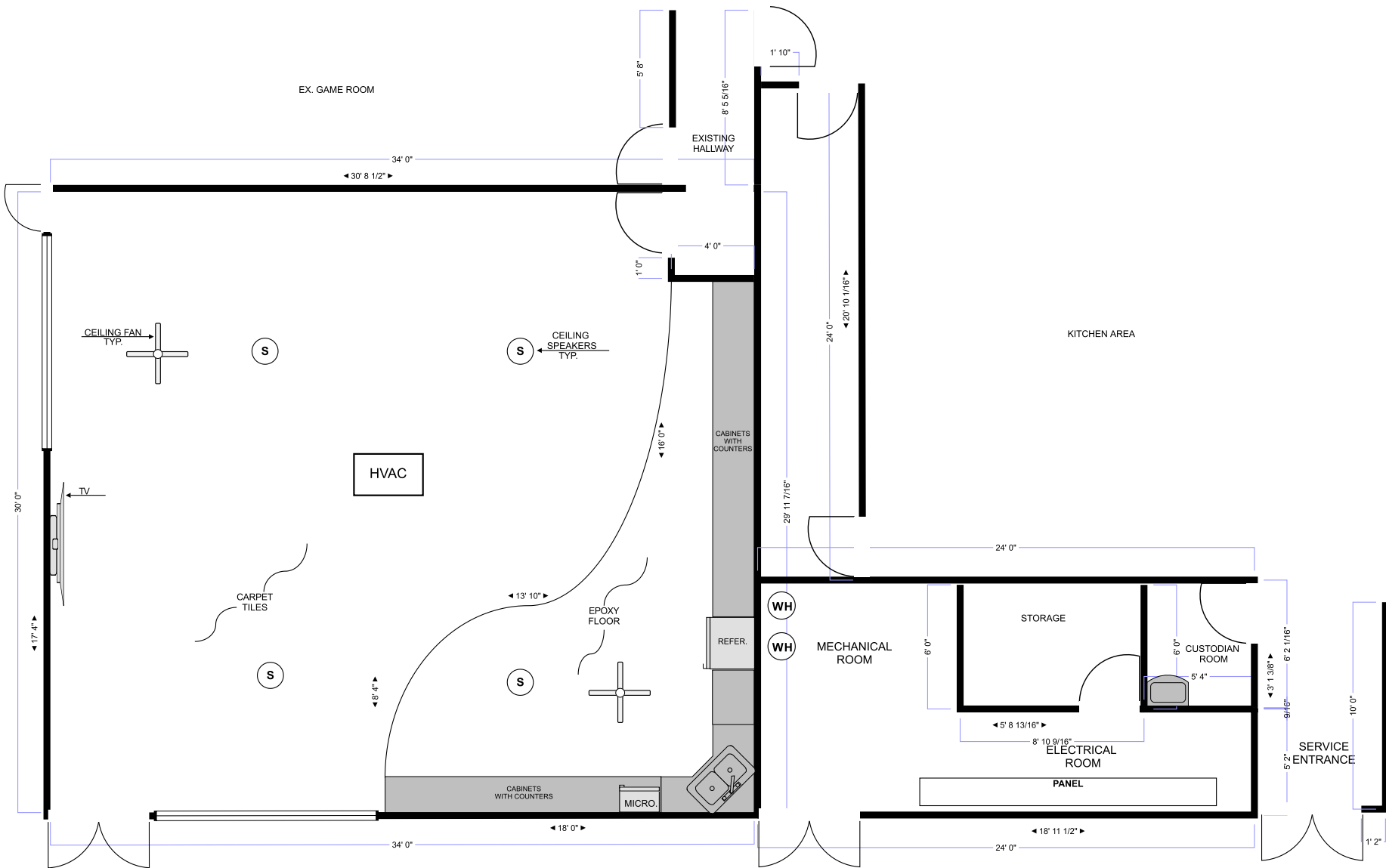
Work Study Notes for Clubhouse Two Game Room Renovation

Work study participants: Recreation staff, Jesse Cripps, Tommy Fileto, and Kathy Thayer; Physical Property staff, Marks Weaver and Kevin Black; committee members, Carole Damoci, Sandy Geffner, Susan Jacquelin, Lee Melody, and Carol Levine; and Administrative Coordinator Emma Hurtado.

Needs:

- A. Lighting
 - a. Dimmable lights
 - b. Must be bright enough
- B. Flooring
 - a. Carpet to absorb sound (blue carpeting)
 - b. Serpentine-style epoxy flooring near counterspace (done to minimize staining of the carpet near counterspace area)
- C. Ceiling
 - a. Remove asbestos
 - b. Acoustic tiles*
 - c. Ceiling fans
- D. Doors
 - a. One auto door that will be on the side of the Pickleball Courts
- E. Counter Space/Cabinets
 - a. Counter space to resemble the style of the one in the game room
 - b. Bar style to be removed and counterspace to extend
 - c. Lockers for card equipment
- F. Windows
 - a. To be tinted with maximum tint
 - b. Need coverings/shades
- G. HVAC, Electrical, and Plumbing
 - a. HVAC to be installed above the center of the room
 - b. Electrical for:
 - i. Cameras
 - ii. Television
 - iii. Speakers
 - c. Plumbing to be done on side by the counter space
 - i. Fridge with ice and water options
- H. Paint
- I. Other Items
 - a. Vending machines for Game Room
 - b. Woodshop sign needs to be removed
 - c. Outdoor storage possibly removed
 - d. *Sound engineer needed to assist in minimizing echo through the room
 - e. Furniture to be considered later

Look into the possibility of dividing the Card Room for part of it to become a salon





Facility Reservations

The Golden Rain Foundation (GRF) Trust facilities will be made available for the use of all Authorized Residents (A/R's). The Recreation Department is designated to schedule the use of the clubhouses and other recreational facilities. The Recreation Department head is responsible for the equitable application of this policy.

1. RESERVATIONS WILL BE PLANNED TO PROVIDE FOR THE FOLLOWING NEEDS:

- 1.1. Facilities for the GRF, Mutual boards and committees;
- 1.2. Special events sponsored by the Recreation Department;
- 1.3. Facilities for religious services;
- 1.4. Facilities for Holidays;
- 1.5. Programs and/or functions that provide important information or services for the benefit of all Members will be determined administratively;
- 1.6. Facilities for recognized GRF clubs/organizations;
- 1.7. Reservations for private parties must be made by and/or be for Members only;
- 1.8. All regularly scheduled reservations will be automatically cancelled on the following holidays each year: Thanksgiving, Christmas, New Year's Eve and New Year's Day;
 - 1.8.1. The Golden Age Foundation may use the hospitality area of Clubhouse Six (6) on any holiday for the benefit of the Members.
- 1.9. Some scheduled reservations may be canceled on Election Days as required, if the clubhouse is to be used for polling, with advance notice to the club/organization; and

2. RESERVATION PROCEDURES

The Recreation Department will supply Community Facility Application forms for Members desiring to make a reservation in a clubhouse or other recreational facility.

- 2.1. GRF, Mutual boards and committees may make a reservation for meetings without the completion of the standard form.
- 2.2. The club or organization desiring a reservation must designate a responsible A/R's to arrange for the reservation and the setup required. Any communication between the Recreation Department and the club will be through the designated A/R.

2.2.2.1. Setups and teardowns requiring more than thirty (30) minutes of



Facility Reservations

custodial time will be charged at the current hourly rate set forth in the custodial contract (See 70-1406-2).

- 2.3. Members must pay a \$200 deposit to use a clubhouse or the Clubhouse One (1) Picnic area. The deposit must be paid ten (10) days prior to the event as a good faith deposit against any damage to the facility or overtime charges. (See policy 1406-50) The deposit will be returned or refunded, less any fee for damages or overtime, within ten (10) working days.
- 2.4. The facility must be signed for at the time the request is made.
- 2.5. A complete setup plan must be in the Recreation Office ten (10) days prior to a booked event or the event is automatically canceled. If a caterer is to be used, the caterer's name must be on the application (See policy 1431-50).
- 2.6. Clubs or Organizations registered with the Recreation Department may make a clubhouse reservation for once a week on a regular basis, subject to availability. Additional one-time reservations in the same week may be permitted at the discretion of the RD.
- 2.7. Clubs, Organizations and Mutuels may not reserve Trust Property space on a recurring basis for holiday events. In case of a conflict, space will be awarded by lottery.
- 2.8. The limitation on private parties is intended to limit the use of the clubhouse facilities to functions directly related to A/R's. Functions honoring nonmembers, or relating to nonmembers, cannot be scheduled. Reservations and arrangements can only be made in person by an A/R.
- 2.9. Adult classes sponsored by the GRF will be supervised by the Recreation Department and will be given the same status as a reservation for recognized clubs. The use of a room or facility and its equipment by a regularly scheduled class will be available only to regularly enrolled students in that class. (See policy 1710-50.)
- 2.10. Individuals may not reserve any community facility on a regular basis.
- 2.11. All reserved activities in the clubhouses will be held between the hours of 7:30 am and 10:00 pm. Any event extending beyond these hours will be charged overtime at the current rate in accordance with the janitorial contract. In the event of overtime, a minimum of one-hour increments will be charged.
 - 2.11.1. In order for arrangements to be made with the janitorial contractor to provide the appropriate number of staff, advance notice of possible overtime must be given by the A/R at the time the reservation is made.

3. CLUBHOUSE CLEANING STANDARDS

(Jul 21)



Facility Reservations

80 All clubs/organizations using GRF Trust kitchen facilities are held responsible for the
81 cleaning of kitchens and kitchen equipment. All facilities and appliances are to be
82 left clean and orderly.
83

84 **3.1.** All dishes and silverware are to be properly washed, dried and placed neatly
85 in the cupboards and drawers.

86 **3.2.** Refrigerators, stove tops, ovens, coffee urns and dishwashers are to be left
87 clean.
88

89 **3.2.1.** The coffee urns are to be assembled in a unit following cleaning
90 and drying.

91 **3.3.** Counter and table tops are to be thoroughly scrubbed and washed down.

92 **3.4.** Shelves from refrigerators and stoves which have been removed are to be
93 replaced.

94 **3.5.** All areas of the Clubhouse One (1) Picnic Area must be cleaned by the
95 reserving A/R, except for the BBQ, which will be cleaned by the custodian.
96

97 When A/R's or club/organization does not leave the kitchen facilities in a reasonably
98 clean and sanitary condition, the clubhouse custodian will do the necessary cleaning
99 and report time and cost involved to the Recreation Department. The A/R's or
100 club/organization having last used the facilities will be charged. Any such charge
101 must be paid before the A/R or club/organization can make any further reservations
102 for use of any Trust facility. The Recreation Department is authorized to refuse
103 further use of the Trust facilities to any A/R or club/organization which does not
104 comply with the cleaning standards. This authority includes the right to decide who
105 has violated the regulation. The reports made by the clubhouse custodian may be
106 used as evidence in this determination.
107

108 **4. RESERVATIONS BY OUTSIDE ORGANIZATIONS**

109 The Executive Director, with the Recreation Committee's approval, is authorized to
110 permit outside organizations and persons to use the clubhouse facilities when a
111 service will be performed which will be of benefit to the A/R's.
112

113 **4.1.** This policy is interpreted to include, but not be restricted to, the following:
114

115 **4.1.1.1.** Elected Officials;

116 **4.1.1.2.** Utility company representatives;

117 **4.1.1.3.** Governmental Agencies; and

118 **4.1.1.4.** Special events.



Facility Reservations

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4.2. The Executive Director is authorized to approve the following without the Recreation Committee's prior approval:

4.2.1. Registrar of Voters and official polling places.

5. AMPHITHEATER RESERVATIONS

All uses of the Amphitheater is scheduled by the Recreation Department.

5.1 Priorities for Amphitheater use are:

5.1.1 Golden Rain Foundation (GRF) and Mutual annual or special stockholder's meetings;

5.1.2 Recreation Department sponsored programs and public functions; or

5.1.3 Recognized club meetings and programs needing large seating capacity.

Any recognized political club of the GRF may obtain reservations for the Amphitheater when they desire to hold an event. The club sponsoring the meeting will be required to meet the following special conditions:

5.1.3.1 Accept full financial responsibility for any facilities or services provided at the request of the news media or the political organization involved;

5.1.3.2 Notify any concerned individuals that guests other than the official party can be admitted only by individual invitation extended by a Member of GRF;

5.1.3.3 Give written notice to staff members where their participation or assistance is requested; and

5.1.3.4 Hire any staff needed to ensure the fire-permit rules and regulations are enforced. These include capacity limits (2,500) and ensuring no one sits or stands in the aisles.

The Security Services Director is responsible for making the necessary contacts with the Seal Beach Police Department and security personnel accompanying the official party.

RECREATION

70-1411-1



Facility Reservations

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Document History

Adopted: 16 Feb 65	Amended: 21 Jun 66	Amended: 18 May 71
Amended: 21 Jan 75	Amended: 21 Oct 75	Amended: 15 Jul 80
Amended: 21 Jun 83	Amended: 19 Mar 85	Amended: 20 Nov 90
Amended: 08 Mar 94	Amended: 19 Mar 96	Amended: 16 Oct 01
Amended: 16 Sep 03	Amended: 22 Apr 14	Amended: 28 Apr 15
Amended: 26 Sep 17	Amended: 23 Jul 19	Amended: 27 Jul 21

Keywords: Facility Reservation Amphitheater Outside Organization Recreation

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RECREATION

Limitations on Use of Trust Property – Fees

1. FEES FOR USE OF CLUBHOUSE FACILITIES BY OUTSIDE ORGANIZATIONS

A charge will be made for the outside organizations to use Trust property. All money must be paid at least ten (10) business days before the date of the event.

- | | | |
|-------------|-----------------------------------|--------------------------------|
| 1.1. | Under one hundred (100) people: | \$200.00 non-refundable fee. |
| 1.2. | Up to two hundred (200) people: | \$400.00 non-refundable fee. |
| 1.3. | Up to three hundred (300) people: | \$500.00 non-refundable fee. |
| 1.4. | Up to four hundred (400) people: | \$600.00 non-refundable fee. |
| 1.5. | Up to five hundred (500) people: | \$800.00 non-refundable fee. |
| <u>1.6.</u> | Over five hundred (500) people: | \$1,000.00 non-refundable fee. |

2. FEES FOR CLUBHOUSE FACILITIES SETUPS AND TEARDOWNS

A non-refundable fee will be charged for all reservation, excluding Mutual and GRF events, for setups or teardowns exceeding thirty (30) minutes of custodial time, based upon one (1) custodian.

- 2.1. Setups or teardowns of all equipment requested by the reserving party exceeding thirty (30) minutes of total custodial time will be charged at the current hourly rate set forth in the custodial contract.
- 2.2. Fees will be collected by the Reservations Office prior to the event at the time the layout is submitted.
- 2.3. Clubs/organizations with recurring reservations will be billed monthly for excessive setups.
- 2.4. If additional equipment is requested during an event, the reserving party will be charged at 1.5 times the hourly rate.
- 2.5. Clubs/organizations that request additional equipment not shown on their layout on a one-time basis will be charged at 1.5 times the current custodial hourly rate.
- 2.5.1. Clubs/organizations that repeatedly ask for additional equipment not submitted on their layout may have their reservations cancelled at the discretion of the Recreation



RECREATION

Limitations on Use of Trust Property – Fees

Department.

2.6. Reservations that are not cancelled in advance by the booking party but fail to appear will result in a charge for both the setup and teardown of the space at the current hourly rate of the custodial contractor.

1.6.

Document History

Adopted: 28 Jan 20

Keywords: Fees Clubhouse Outside Organizations Facilities
Setups