

**Governing Documents Committee
Minutes for 1 July 2017
Pool Pavilion
9:00 a.m.**

1. Call Meeting to Order.

Meeting was called to order at 9:00 a.m. by Chair Lee Krimm.

Present were members Connie Baldin (Vice Chair), Richard Ballard, Lee Krimm (Chair), Finn Myggen, Richard Throckmorton, and liaison John Cantley. Grace Wollemann was excused.

2. Approval of minutes for 6 May 2017 meeting.

MOTION by Richard Ballard, **SECONDED** by Finn Myggen to approve the minutes of May 6, 2017. **MOTION** carried unanimously.

3. The following documents were discussed

Association rule 3.10 (Harassment)

The consensus was that the simplified version instead of the legal statement version should be used. The simplified version will be discussed at the August meeting.

Association rule 3.18 (Skateboarding)

The consensus was that the proposed revision is not enforceable. Lee Krimm has the action to prepare a letter to the board recommending that the board approve posting language on the brown signs at the entrances to PMC stating that Kern County ordinances are enforced on PMC property. The draft letter will be discussed at the August meeting.

Bylaw 8.09 (Duties of the Treasurer)

The proposed revision gave the treasurer the authority to disburse donated funds. It was pointed out that the proposed bylaw change should retain that authority with the board. Lee Krimm has the action to re-propose a bylaw revision having the board responsible for determining distribution of donated funds.

Business policy and procedure H-2 (Rules of Procedure)

The consensus was that the proposed revision concerning written questions should be placed in the agenda opening statement.

Business policy and procedure A-10 (Membership Carding)

Lee Krimm has the action to send the proposed A-10 revision to the committee liaison for coordination with the general manager, if time permits.

4. Other discussion

1. The Association is providing free promotional resources to organizations that are not sanctioned organizations by the Association. Richard Ballard has the action to propose a revision to the governing documents that will prohibit free promotional publicity to non-sanctioned organizations and present that proposal at the August meeting.

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2. The role of the governing documents committee with respect to the member-approved petition bylaws was discussed. It was stated that the board chair will address these bylaws at the July board meeting.

5. Business Policies and Procedures to be reviewed

A-10	Membership Carding	Rory Worster
H-2	Rules of Procedure	Finn Myggen
H-3	Open Board Meeting Minutes	Connie Baldin
H-3B	Executive Board Meeting Minutes	Connie Baldin
H-4	Reimbursement for Director's Expenses	Lee Krimm
H-5	Legal contact	Lee Krimm
H-5B	Legal Contact II	Lee Krimm
H-10	Alternative Dispute Resolution	Richard Throckmorton
H-11	Board Interaction with Employees	Richard Throckmorton
D4	Quarterly Financial Review	
D-5	Purchasing-General	
D-5A	Purchasing-Office	
D-10	Records Retention	
D-11	Member Addresses	
D-13	Purchase Orders	
D-14	Check Cashing	
B-1	Contracting	Lee Krimm/Grace Wollemann
B-15	Policy On Employee Discussions	Grace Wollemann
B-16	All Hands meeting	Grace Wollemann
B-17		Grace Wollemann
B-18		Grace Wollemann
C-6	Website	John Cantley

6. Completed

A-1	Association Policy & Procedure Admin	Completed 05/2015*
A-2	Project Review	Completed 06/2015/ Revised 06/2016/Revised 03/2017*
A-2	Project Review Form	Completed 01/2017*
A-8	Member Carding	Completed 12/2016*
A-9	Charitable Contributions	Completed 05/2015 Revised 02/2017*
A-11	Hearings Before the Board	Completed 06/2016*
A-12	Access to Records w/o the form	Completed 09/2015

Approved
2017-08-95

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A-12	Access to Records Form	Revised 02/2017 Deleted as a stand-alone document
A-14	Planting of Memorial Trees	Completed 05/2015*
A-14-1	Planting of Memorial Trees Form	Deleted as a stand-alone document
A-15	Election procedures	Completed 02/2016*
B-4	New Employee Hiring	Completed 07/2016
B-10	Time Cards	Completed 07/2016
B-11	Call Back/Call Back Pay	Deleted. Policy no longer used.
C-1	Communication	Completed 10/2015 Revised 02/2017*
C-2	Condor (Monthly Newsletter)	Completed 10/2015 Revised 02/2017*
C-3	CCC Box	Completed 02/2016 Revised 02/2017*
C-5	Bulletin Boards	Completed 02/2016 Revised 02/2017*
C-7	E-mail and Written Communication to the Board	Completed 03/2016 Revised 03/2017*
C-8	Electronic Signs	Completed 03/2016 Revised 03/2017*
D-15	Major Expenditures	Completed 11/2016*
D-16	Contracting	Completed 11/2016*
E-2	Sales of Expense Items	Completed 02/2017*
E-6	Bad Debt Expense	Completed 02/2016*
E-11	Expenditure Authorization	Completed 11/2016*
E-14	Annual Plan (Budget) Process	Completed 06/2016*
E-23	Return Check Policy	Completed 11/2016*
E-27	Association Capitalization Policy	Completed 11/2016*
H-1	Board of Directors Meetings	Completed 12/2016 Revised 04/2017*

*Submitted to the board

7. Adjournment.

MOTION by Connie Baldin, **SECONDED** by Richard Ballard to adjourn at 9:52 a.m.
MOTION carried unanimously.

The next governing documents committee meeting will be held at **9:00 a.m. on August 5, 2017 in the Pool Pavilion.**

Lee Krimm
Chair, Governing Documents Committee