

Approved
09/02/2017

Governing Documents Committee
Minutes for 5 August 2017
Pool Pavilion
9:00 a.m.

1. Call Meeting to Order.

Meeting was called to order at 9:02 a.m. by Secretary Grace Wollemann.

Present were members Connie Baldin (Vice Chair), Lee Krimm (Chair), Finn Myggen, Grace Wollemann (Secretary), board liaison John Cantley and guests Richard Ballard and Richard Throckmorton (awaiting committee application approval) and Bill Lewis.

2. Approval of minutes for 1 July 2017 meeting.

MOTION by Finn Myggen, **SECONDED** by Connie Baldin to approve the minutes of July 1, 2017. **MOTION** carried unanimously.

3. Election of officers

MOTION by committee to nominate Lee Krimm for chair, Connie Baldin for vice chair and Grace Wollemann for secretary. **MOTION** carried unanimously.

4. Documents to be Reviewed

Business Policy/Procedure H-2 (Rules of Procedure)

The governing documents committee agreed to the changes made to business policy H-2, Rules of Procedure.

The governing documents committee agreed that the following would need to be revisited and moved to the “Common Rules for all Committees”:

Quarterly Board/Committee open meetings.

1. Directors may speak more than twice and longer than 10 minutes at the discretion of the chair.
2. As an advisor/employee the general manager/chief operating officer may comment when asked a direct question by a director, a committee person or if recognized by the chair.
3. The committee chair or his/her representative shall speak, giving a status report of the committee, ask for directions by the board or general manager for any issues relating to the committee. A representative must be a member of said committee.

Approved
09/02/2017

Governing Documents Committee
Minutes for 5 August 2017
Pool Pavilion
9:00 a.m.

4. Members can attend this meeting but may only speak if permitted by the board chair.
5. This meeting is not open to renters.

The governing documents committee agreed that the “Annual Members Meeting” should be revisited and a stand-alone policy developed with the following for review:

Annual Meeting of the Membership

The meeting shall be presided over by the chair of the Association or in his or her absence by the vice chair or in the absence of both by a chair chosen by a majority of the directors present in accordance with bylaw 7.11.

The board of directors has adopted the following agenda as the order of business for the annual meeting of the members.

**Agenda for Annual Meeting of Members
Saturday, June (insert day, year and time of meeting))**

The following statement shall be included on the agenda at the top immediately following the date:

"Members in good standing are free to speak on a specific item on today's agenda once it has been moved and seconded and is on the floor for discussion. If there is an item that is not on the agenda that individuals wish to present, the appropriate time for the presentation is during the open forum portion of the agenda when comments and discussion are called for by the chair. Members will observe rules of decorum. This means that the speaker will address the chair and speak only to the matter under consideration. Members will refrain from being argumentative and making derogatory or personal remarks or gestures.

No audio or video taping is allowed by attendees. However, the meeting will be audio taped to aid in the preparation of the minutes of the meeting and videotaped to allow members in good standing who could not attend, to view the tape at a later date. The audiotape is disposed of once the minutes have been prepared."

Registration of hand-delivered ballots 12:45 p.m. - 1:00 p.m.

1. Call to order 1:00 p.m.
2. Welcome and announcements
3. Final call for members who have not yet voted
4. Quorum determination by the Inspector of Elections
5. Close of polls and counting of ballots - Inspector of Elections

Approved
09/02/2017

Governing Documents Committee
Minutes for 5 August 2017
Pool Pavilion
9:00 a.m.

6. Read and approve minutes of (insert year) annual meeting (Motion and second by PMC member)
7. Chair report
8. Open forum
9. Inspector of Elections report on vote count
10. Certification of election
11. Farewell to retiring members
12. Introduction of new board members - oath of office is administered
13. Adjournment*

*Adjournment will occur following the counting of the ballots and announcement of the results of the voting

Skateboarding letter to the board

Discussion ensued regarding skateboarding and the legality of initiating a policy against skateboarding on Association property.

ACTION: Board liaison John Cantley to request a conversation with legal to see if a rule on skateboarding would be lawful to pursue.

Association Rule 3.10 (Harassment)

Chair Lee Krimm mentioned that Association Rule 3.10 is being delayed pending board member Sandy Browne, Human Resource Grace Wollemann and the communication committee's review.

Bylaw 13.04 (Authorization to accept contributions)

The governing documents committee agree to the following changes to Bylaw 13.04:

Bylaw 13.04 Authorization to accept contributions. The board may accept on behalf of the Association **and allocate** any contribution, gift, bequest, or device for **the** general purposes or for any special purpose of the Association.

Petition bylaws

The governing documents committee agreed to the petitioned bylaws have the bylaw number as follows:

10.08 Infrastructure Projects

Approved
09/02/2017

Governing Documents Committee
Minutes for 5 August 2017
Pool Pavilion
9:00 a.m.

- 10.09 Financial Planning & Administration Transparency
- 10.10 Annual Assessment Limitations

The governing documents committee suggested that the board consider bylaw **Fiscal Responsibility** be amended to the following:

Bylaw **Fiscal Responsibility** is suspended for 180 days to allow the board appointed task force to make its recommendation.

ACTION: Board liaison John Cantley take the governing documents recommendation to the board..

5. Business Policies and Procedures to be Reviewed

A-10	Membership Carding	
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

Approved
09/02/2017

Governing Documents Committee
Minutes for 5 August 2017
Pool Pavilion
9:00 a.m.

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 Revised 02/2017
A-12	Access to Records Form	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 as a stand-alone document 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 02/2017*
C-8	Electronic Signs	Completed 03/2016 Revised 02/2017*
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*
H-2	Rules of Procedure	Completed 08/2017*

*Submitted to the board

Approved
09/02/2017

**Governing Documents Committee
Minutes for 5 August 2017
Pool Pavilion
9:00 a.m.**

7. Adjournment.

MOTION by Finn Myggen, **SECONDED** by Grace Wollemann to adjourn at 11:35 a.m.
MOTION carried unanimously.

The next governing documents committee meeting will be held at **9:00 a.m. on
September 2, 2017 in the Pool Pavilion.**

Grace L. Wollemann
Secretary, Governing Documents Committee