

Approved
09/01/2018

Governing Documents Committee
Minutes for 4 August 2018
Pool Pavilion
9:00 a.m.

1. Call Meeting to Order.

Meeting was called to order at 9:03 a.m. by Acting Chair Lee Krimm.

Present were members: Connie Baldin, Finn Myggen, Lee Krimm, Patrice Stimpson, and acting board liaison Bill Lewis II. Virgil Pattarino was excused. Guests were Alicia Canton, Patric Hedlund, and Katherine King. General manager Karin Schulman was present for about the first 10 minutes to discuss the new charter format and the format for committee minutes.

2. Approval of minutes for 2 June, 2018 meeting.

MOTION by Connie Baldin, **SECONDED** by Finn Myggen to approve the minutes of 2 June, 2018. **MOTION** carried unanimously.

3. Discussion

a. Election of committee officers

The election of committee officers was postponed until the September meeting because additional committee members should be approved in the August board meeting.

b. Directors serving on committees

The committee came to a consensus that having a director on a committee would likely be a positive thing and directors should serve on committees.

c. Short-term rentals

Action: Patrice Stimpson volunteered to develop a rule or bylaw covering short-term rentals and to present the document at the September meeting.

d. Fiscal Responsibility bylaw

Action: Each committee member is to review the Fiscal responsibility bylaw and come up with a proposed revision that reflects existing operating conditions.

e. New Bylaw

Action: Each committee member is to come up with a proposed bylaw for funding, expending funds, and protecting the funded funds in a fund for major improvement projects.

f. Clerical error correction

The committee came to a consensus that correcting clerical errors and numbering the petitioned bylaws was the prerogative of the board and should not be submitted to the members as a ballot item to be voted upon.

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4. Documents reviewed

a. Business policies D-15 and E-11

The committee agreed by consensus that these two documents should not reflect raising the general manager's \$5,000 expenditure limit to \$10,000 without the committee having supporting information to justify the increase.

b. Business policy S-3 Security cameras

The governing documents committee agreed by consensus that the S-3 security camera policy submitted to the board on May 6, 2018 reflected the way the cameras were being operated and the storage requirements could be met by the general manager. Therefore, no changes to this document are required.

c. Association rule 3.10 Harassment

The governing documents committee agreed by consensus to revising rule 3.10 to include harassment. The committee also agreed by consensus in the June 2018 meeting that, with this revision to rule 3.10 and the fact that harassment is covered in the employee handbook, a separate business policy on harassment was not required.

d. Business policy/procedure A-10 Carding

Action: Connie Baldin has the action to propose a revision to this policy/procedure to reflect the way the process is currently being done and present the proposed revision at the September meeting.

e. Review of 2017/2018 bylaws that were on the 2018 ballot, but not voted upon

Bylaws 2.24, 5.05, 7.12, 10.02, 10.03 and 11.04 will be submitted to the board unchanged from the initial submittal. Bylaws 11.07 and 13.04 have been revised from their original submittal. Bylaw 5.06 will be discussed at the committee's September meeting. (Alicia Canton action)

5. Documents to be reviewed at the September meeting

Bylaw 5.06	Alicia Canton
Short-term rentals	Patrice Stimpson
Fiscal responsibility bylaw	Committee members
Special fund bylaw	Committee members
Business policy/procedure A-10	Connie Baldin
Bylaw 3.03 and BPP G-1	John Cantley
Common rules of all committees	Finn Myggen

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6. Business policies/procedures to be reviewed

H-2	Rules of Procedure (revisit)	Lee Krimm
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	
H-11	Board Interaction with Employees	
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 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*

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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*
H-16	Media and press release Policy	Completed 05/05/2018
S-3	Security Cameras	Completed 05/05/2018

*Submitted to the board

7. Adjournment.

MOTION by Finn Myggen, **SECONDED** by Connie Baldin to adjourn at 11:30 a.m.
MOTION carried unanimously.

The next governing documents committee meeting will be held at **9:00 a.m. on September 1, 2018 in the Pool Pavilion.**

Lee Krimm
Acting Secretary, Governing Documents Committee