

Approved
08/04/2018

**Governing Documents Committee
Minutes for 2 June 2018
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, Alicia Canton, Lee Krimm , Bill Lewis II, Patrice Stimpson, Grace Wollemann (secretary) and board liaison John Cantley. Finn Myggen was excused.

2. Approval of minutes for 5 May 2018 meeting.

MOTION by Connie Baldin, **SECONDED** by Bill Lewis II to approve the minutes of 5 May 2018. **MOTION** carried unanimously.

3. Discussion

a. Committee applications

Discussion: Chair Lee Krimm reminded the committee members to renew their applications for the Governing Documents committee.

b. Pool procedure

Discussion: The governing documents committee discussed whether a procedure was needed for access to the pool.

ACTION: Grace Wollemann to see if a business policy should be developed regarding the pool.

c. 2018 ballot bylaws

Discussion: Governing Documents questioned the time to resubmit the bylaws submitted to, and approved by, the board but withdrawn from the 2018 ballot.

4. Documents to be reviewed

a. EC Code 7.21(H) Campaign signs and EC Code 7.20 Pets

Discussion: Governing docs committee discussed the EC committee and the fact that they disapprove of the changes the governing documents committee made to the campaign policy. The EC committee questioned the enforcement issues regarding animal control but made no objection to the proposed change. The governing documents committee agreed by consensus to revise these two

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documents to align with previous changes made to Association rules. When submitting these two changes to the board, the chair is to point out to the board the EC committee's objections to the change being made to EC code 7.21

b. Business policy S-3 Security cameras

Discussion: The governing documents committee agreed by consensus to the S-3 security camera policy.

c. Association rule 3.22 Marijuana

Discussion: The governing documents committee agreed by consensus to resubmit the original marijuana rule as written below with an explanation to why the re-submission:

3.22 The use of marijuana in any form is prohibited on Association property.

d. Proposed new policy A-16

Discussion: The governing documents committee agreed by consensus to scratch proposed policy A-16 since it is already covered in the Association rules and employee handbook.

e. Bylaw 12.02 Enforcement generally

Discussion: Patrice Stimpson stated the enforcement policy is enforceable as stated. No change will be made.

f. Bylaw 3.03 and policy/procedure G-1

Discussion: Discussion ensued regarding the insurance requirement relating to a revised policy G-1. Discussion of these two documents was deferred to the July meeting because of the length of policy/procedure G-1. These two documents will be mailed to committee members for their review prior to the July meeting. At the July meeting only proposed changes will be discussed. The rest of the document will not be reviewed.

g. Common rules of all committees

Discussion: The committee discussed the meaning of task force and initiated review of the document. The committee will discuss the balance of the document at the July meeting.

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h. Citation business policy & procedure (Finn Myggen)

Discussion: Because of time constraints, this document was not discussed.

5. Business Policies and Procedures to be reviewed

A-10	Membership Carding	
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

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

*Submitted to the board

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7. Adjournment.

MOTION by Grace Wollemann, **SECONDED** by Alicia Canton 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 July 22, 2018 in the Pool Pavilion.**

Grace L. Wollemann
Secretary, Governing Documents Committee