

**Approved  
03/04/2017**

**Governing Documents Committee  
Minutes for 4 February 2017  
Pool Pavilion  
9:00 a.m.**

**1. Call Meeting to Order.**

Meeting was called to order at 9:07 a.m. by Chair Lee Krimm.

Present were members Richard Ballard, Lee Krimm (Chair), Finn Myggen, Richard Throckmorton, Grace Wollemann (Secretary), board liaison John Cantley, guests Laura Quinn and Terry Fowler. Connie Baldin (Vice Chair) was excused.

**2. Approval of minutes for 7 January 2017 meeting.**

**MOTION** by Grace Wollemann, **SECONDED** by Finn Myggen to approve the minutes of January 7, 2017. **MOTION** carried unanimously.

**3. Presentation about aging at PMC**

Laura Quinn gave a presentation on the aging task force.

**4. Business Policies and Procedures to be reviewed**

**Discuss timing of submittal of approved policies to the board**

In order to expedite the policies to the board in a timelier manner, the committee agreed to submit the completed policies to the board at the time they are approved and not wait for the approval of the minutes

**Policies from January meeting (A-9, A-12, E-2)**

The governing documents committee approved the following policies by consensus:

A-9	Charitable Contributions	Completed 05/2015 Revised 02/2017
A-12	Access to Records w/o the form	Completed 09/2015 Revised 02/2017
E-2	Sales of Expense Items	Completed 02/2017

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**A-10      Membership Carding      Worster**

The governing documents committee postponed A-10, Membership Carding, pending the general managers attendance at the next governing documents committee meeting on March 4, 2017.

**A-2      Project Review      Krimm**

Discussion ensued regarding A-2, project review. Some members of the committee felt this should be a two-step process.

**ACTION:** Liaison John Cantley will take to the planning committee meeting for a preliminary discussion on a two-step process.

The governing documents committee approved the following policies by consensus:

A-14	Planting of Memorial Trees	Completed 05/2015 Revised 02/2017
C-1	The Condor-Editorial Policy	Completed 10/2015 Revised 02/2017
C-2	Letters to the Editor Policy	Completed 10/2015 Revised 02/2017
C-3	Compliments, Complaints, Concerns (CCC) Box	Completed 02/2016 Revised 02/2017
C-5	Bulletin Boards	Completed 02/2016 Revised 02/2017
<b>C-7</b>	<b>Policy for email and written Communication to the Board</b>	<b>Worster/Krimm</b>

The governing documents committee agreed to differ policy C-7 pending the next governing documents meeting.

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The following are still pending review by the governing documents committee:

C-8	Electronic Signs	Worster/Krimm
H-1	Board of Director Meeting	Review open item for December meeting
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	Cantley

**6. Completed**

A-1	Association Policy & Procedure Admin	Completed 05/2015
A-2	Project Review	Completed 06/2015/ Revised 06/2016
A-2	Project Review Form	Completed 01/2017*
A-8	Member Carding	Completed 12/2016*
A-9	Charitable Contributions	Completed 05/2015 Revised 02/04/2017*
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 Revised 02/2017

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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	The Condor-Editorial Policy	Completed 10/2015 Revised 02/2017
C-2	Letter to the Editors Policy	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
C-8	Electronic Signs	Completed 03/2016
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

\*Submitted to the board

**6. Adjournment.**

**MOTION** by Finn Myggen, **SECONDED** by Richard Throckmorton to adjourn at 11:28 a.m. **MOTION** carried unanimously.

The next governing documents committee meeting will be held at **9:00 a.m. on March 4, 2017 in the Pool Pavilion.**

Grace L. Wollemann  
**Secretary, Governing Documents Committee**

3.1.14