

NOTICE OF MEETING AND AGENDA
GHI BOARD OF DIRECTORS
OPEN MEETING
Starts at 7:45 p.m.
Thursday, March 16, 2023

VIRTUAL ZOOM MEETING ROOM
Members & Visitors may attend remotely.

1. Approval of Agenda

2. Statements of Closed Meetings

- a. Statement of a Closed Meeting Held on March 2, 2023 (Attachment #1a)
- b. Statement of a Closed Meeting Held on March 16, 2023 (Attachment #1b)

3. Visitors and Members (Comment Period)

**4. Approval of Addendum for Trust Ownership and Trustee's Affidavit for [REDACTED]
[REDACTED] (Attachments #2a-2b)**

5. Approval of Membership Applications

6. Committee Reports

7. For Discussion/Action

- | | | |
|--|------------|-------------------|
| a. Approve Minutes of the Open Meeting Held on February 2, 2023 (Attachment #3) | 2 Minutes | Discussion/Action |
| b. Permit Request to Install a Fence in the Serviceside Yard at [REDACTED] (Attachment #4) | 10 Minutes | Discussion/Action |
| c. Companion Animal Committee's Report to the Board of Directors re: July to December 2022 Activities and 2023 Goals (Attachments #5a-5b) | 5 Minutes | Discussion/Action |
| d. Finance Committee's Recommendation re: Relocation Payments to Members Participating in the Pipe Replacement and Refurbishment Pilot Program | 15 Minutes | Discussion/Action |
| e. Proposed Amendments to GHI Bylaws for 2023 GHI Annual Meeting | 10 Minutes | Discussion/Action |
| f. Motion to Hold a Closed Meeting on April 6, 2023 | 2 Minutes | Discussion/Action |

8. Items of Information

- a. President's Items
- b. Board Members' Items
- c. Audit Committee's Items
- d. Manager's Items

Ed James
Secretary

NOTE: AT 10:15 P.M., THE BOARD MAY IMMEDIATELY MOVE TO ITEM 7, EVEN IF DISCUSSION OF THE PRECEDING AGENDA ITEMS HAVE NOT BEEN COMPLETED.



GREENBELT HOMES, INC.

HAMILTON PLACE, GREENBELT, MARYLAND 20770

Area Code (301) 474-4161 Fax (301) 474-4006



MANAGER'S MEMORANDUM

TO: GHI Board of Directors
FROM: Eldon Ralph, General Manager *Eldon Ralph*
DATE: March 10, 2023
SUBJECT: Items for the **GHI OPEN** Board Meeting on March 16, 2023

GHI Open Meeting

4. Approval of Addendum for Trust Ownership and Trustee's Affidavit for [REDACTED] Attachments #2a-2b)

[REDACTED] the member at [REDACTED] requests approval of an Addendum for Trust Ownership and Trustee's Affidavit (Attachment #2a), thereby allowing [REDACTED] the trustee and beneficiary of the [REDACTED] Revocable Trust of 2023, dated March 2, 2023 (Attachment #2b), to place [REDACTED] membership and equity interest in [REDACTED] into the Trust.

The updated Mutual Ownership Contract will be presented for approval under new memberships.

Suggested Motion: I move that the Board of Directors approve the Addendum for Trust Ownership and Trustee's Affidavit of [REDACTED] the trustee and beneficiary of the [REDACTED] Revocable Trust of 2023 dated March 2, 2023, thereby allowing [REDACTED] to place [REDACTED] membership and equity interest in [REDACTED] into the Trust.

7a. Approve Minutes of the Open Meeting Held on February 2, 2023 (Attachment #3)

Motion: I move that the Board of Directors approve the minutes of the Open Meeting held on February 2, 2023 (as presented/as revised).

7b. Permit Request to Install a Fence in the Serviceside Yard at [REDACTED] (Attachment #4)

On February 2, 2023, GHI Technical Services staff received a permit request (Attachment #4) from the member at [REDACTED], who desires to install a fence in the serviceside yard. The

request was forwarded to the Architectural Review Committee (ARC) for consideration due to the following rule in the GHI Member Handbook:

- Section XII.1.c “Fences are allowed to enclose the gardenside yard, or the side yard, or the combined gardenside and side yards...”

The following points were discussed during the ARC meeting on February 28, 2023:

- a. The member would like to install a horizontal board fence along the serviceside yard lines to stop pedestrians, pets, and cars from encroaching on the serviceside yard.
- b. The serviceside yard is one of the few un-fenced serviceside yards in the court and located near the pedestrian connection to [REDACTED] therefore it is used as a short-cut, making it difficult for the member to plant a garden.
- c. It is also adjacent to the parking area for access to the storage lockers in the original boiler room, and drivers parking their cars can easily drive into the yard as there are no curbs or other barriers to stop them.
- d. Most serviceside yards in [REDACTED] have fences.
- e. The existing serviceside fences in the Court are of various different types, so the ARC decided not to be concerned about ensuring that the fence style is ‘harmonious’ with others in the court.

The ARC passed a motion by a vote of 6-0 to recommend that the Board of Directors grant a permit for the member to install a serviceside fence at [REDACTED]

- Reasons for the ARC’s motion: the fence would provide protection from pedestrians, dogs, and cars.

This item is on the agenda for discussion and action.

Suggested Motion: I move that the Board of Directors (allow/not allow) the installation of a fence on the service side of [REDACTED] as shown on the permit request forms, including drawings and photographs that the member submitted.

7c. Companion Animal Committee's Reports to the Board of Directors re: July to December 2022 Activities and 2023 Goals (Attachments #5a-5b)

Attachment #5a is a report from the Companion Animal Committee (CAC) regarding its activities during the period of July 2022 through December 2022 and Attachment #5b is a report regarding the Committee’s goals for 2023.

This item is on the agenda for discussion and action.

Suggested Motion: I move that the Board of Directors accept the reports that the Companion Animal Committee presented, regarding its activities during the period of July 2022 through December 2022 and the Committee’s goals for 2023.

7d. Finance Committee's Recommendation re: Relocation Payments to Members Participating in the Pipe Replacement and Refurbishment Pilot Program

On February 2, 2023, the Board of Directors reviewed the following list of options that the Finance Committee recommended to compensate members who are displaced during the Pipe Replacement and Refurbishment Pilot Program for frame and masonry homes:

- a) Pay each unit the same amount.
- b) Pay each unit a per diem of a fixed amount, times the number of days the unit is inaccessible, plus two (2) additional days for moving out of and back into their unit. The two (2) additional days are because members will generally move out the day before the work begins and move back in the day after work ends.
- c) Same as b) above except the per diem would depend on the number of residents and/or companion animals in the unit.
- d) GHI to provide hotel room options on behalf of the membership. Members who choose the hotel room options would not receive any other compensation. Members who do not select hotel room options provided by GHI will receive monetary compensation commensurate with the average value of a hotel stay.
- e) Receive input from the members relating to the full-fledged project before the Board of Directors makes a decision.
- f) Offer a bonus to be given to members who volunteer to be part of the pilot program.

After discussing the options stated above, the Board requested the Finance Committee to recommend the following:

- a) A base amount to be paid to each unit and additional amounts per person and per companion animal.
- b) A bonus amount to be paid to members as an incentive for them to participate in the pilot program.

The Finance Committee further discussed the matter and recommends that the Board consider the following options for compensating members:

- a) Compensate members at the rate of \$110 per day for each day they are unable to reside in their unit (plus one day for moving out and one day for moving back to the unit, if they choose not to stay at a hotel arranged by GHI).
 - Notes: Simple. Easy to calculate, verify, apply, and understand.
- b) Compensate members based on the number of bedrooms of the original GHI unit.

- Notes: Simple calculation. Justifiable. Consistent with the way coop fees are currently charged.
- c) Compensate members based on the number of people on the MOC.
- Notes: Easy to understand. Theoretically simple, but cumbersome for staff to administer. May lead to errors in calculation. Difficult to systematically check calculations for accuracy.
- d) Compensate members based on the number of people who live in the unit and the number of companion animals in the unit.
- Notes: Violates GHI's rules. More complex than other options. Not verifiable. Application and validation are too difficult. Experience from HIP (optional replacement program) that we will run into problems when we try to accommodate everyone.
- a) Recommend a \$500 credit be applied to members' monthly coop fee as an incentive to participate in the Pipe Replacement and Refurbishment Pilot Program.

This item is on the agenda for discussion and action.

Suggested Motion: I move that the Board of Directors stipulate that members who participate in the Pipe Replacement and Refurbishment Pilot Program shall be compensated as follows:

- a) **A credit of \$110 per day shall be applied to the member's coop fee account for each day they are unable to reside in their unit, including one day for moving out and one day for returning to the unit after repairs are completed.**
- b) **A credit of \$500 shall be applied to a member's coop fee account as an incentive to participate in the Pipe Replacement and Refurbishment Pilot Program.**

7e. Proposed Amendments to GHI Bylaws

On February 16, 2023, the Board directed the Manager to ask legal counsel to review and advise about the appropriateness of the following two motions and rationales for Bylaws amendments that Board President Brodd proposed:

Amendment #1

- **Motion #1: To remove Article VIII Financial Regulations, Section 11 Expenditure of Funds and Contracts, paragraph d. from the GHI Bylaws, and to re-letter, under the same Article and Section, paragraph e. to d. and f. to e.**

Rationale:

1. This paragraph restricts the ability of the Board of Directors to let certain multi-year contracts in excess of specified amounts. In December of 2022, routine multi-

year contracts for grounds maintenance and tree maintenance exceeded these amounts, and so necessitated a Special Membership Meeting.

2. Special Membership Meetings require considerable time and effort from both the Board and staff to arrange and conduct. There is also the chance that a quorum is not present, and so the meeting must be rescheduled. It should not be the case that Special Membership Meetings be required for routine business such as the example above. Delays imposed by holding Special Membership Meetings could also result in a gap in needed services or in contractors withdrawing their bids.
3. The interest of the membership in overseeing the fiscal activities of the Board is well served by the provision in paragraph b. of this Article and Section that requires membership approval of any annual increase of ten percent (10%) or more in monthly "Operating Payments". This includes multi-year contracts, and is a provision that is easy to understand and to adhere.
4. Publicly revealing the details of contractors' bids, as is necessitated by a Special Membership Meeting, means that competing contractors are able to know each other's prices and may cause the lower bidders to increase their future bid prices. This may possibly lead, in the example given above, to increased prices in the future for grounds and tree maintenance that could have been avoided if the contractors' bids had been reviewed only in Closed Meetings.
5. GHI staff have identified this paragraph as the most cumbersome and complicated provision in the Bylaws to administer.
6. Fixed dollar amounts should not be included in the Bylaws, since the usual economic environment of low to moderate inflation means that they must be repeatedly adjusted upwards via Bylaw amendments.

Amendment #2

- **Motion #2: To replace all instances of Roman numerals in the GHI Bylaws with their equivalent Western Arabic numerals.**

Rationale:

1. Roman numerals are archaic and not understood by all readers.
2. Roman numerals are not well suited to modern electronic document searches.
3. Roman numerals can be misunderstood, as for example uppercase Roman II being misread as eleven.
4. The current Bylaws are not internally consistent with respect to their use of Roman and Western Arabic numerals.

5. The GHI Articles of Incorporation do not contain Roman numerals.
6. The new revision of the GHI Member Handbook and Board Policies will not contain Roman numerals.

After reviewing the proposed amendments, Attorney Joe Douglass responded as follows:

“ I agree that Paragraph d. in Article VIII, Section 11 should be removed from the Bylaws. For the reasons you stated, the requirements of that Paragraph are not practical, present serious procedural obstructions, and are not necessary, particularly given other provisions in the Bylaws. I also agree that the Bylaws should not impose flat dollar amount limits on anything. These become obsolete very quickly, as you have seen. Instead, if particular cost limits are considered appropriate, they should be stated as percentages of the current GHI budget. That way, as the budget is adjusted over time for inflation, the limits will adjust automatically.

Finally, I agree that the Roman numerals should be changed to Arabic numbers. Since this not a substantive change, my view is that a Bylaws amendment is not necessary. The Bylaws simply could be republished with Arabic numbers in place of the Roman numerals. A small note could be added on the first or last page, stating that the Roman numerals that appeared in earlier versions have been formatted as Arabic numbers for greater clarity and ease of reference, but that the numbering of Articles and Sections has not been changed”.

This item is on the agenda for discussion and action.

Suggested Motion #1: I move that the Board of Directors accept President Brodd’s proposal that GHI Bylaws should be amended to remove Article VIII Financial Regulations, Section 11 Expenditure of Funds and Contracts, paragraph d. from the Bylaws, and to re-letter, under the same Article and Section, paragraph e. to d. and f. to e.

Further, I move that the Board of Directors direct that the proposed amendments to GHI Bylaws be considered and voted on by the membership, during the May 11, 2023 Annual Membership Meeting.

Suggested Motion #2: I move that the Board direct the Manager to republish GHI’s Bylaws with Western Arabic numerals in place of the Roman numerals, after the Annual Membership Meeting occurs on May 11, 2023.

7f. Motion to Hold a Closed Meeting on April 6, 2023

Motion: I move to hold a Closed Meeting of the Board of Directors at 7:00 pm on April, 6, 2023.

Statement of a Closed Meeting of the Board of Directors Held on March 2, 2023

GHI's Board of Directors held a closed meeting at 7:00 pm on March 2, 2023, via internet audio/video conference to discuss the following matters, as specified in the noted sub-paragraphs of the Maryland Cooperative Housing Corporation Act § 5-6B-19 (e) (1):

1. Approve Minutes of a Closed Meeting Held on January 19, 2023	(vii)
2. Request by a Non-member to Temporarily Reside in a GHI Unit	(iv)
3. Complaint Matters	(iv)

A motion to hold the closed meeting was approved during the open meeting of February 16, 2023, by Directors Bilyeu, Brodd, Hess, James, Lambert, Luly, McKinley, Mortimer, and Whipple.

Statement of a Closed Meeting of the Board of Directors Held on March 16, 2023

GHI's Board of Directors held a closed meeting at 7:00 pm on March 16, 2023, via internet audio/video conference to discuss the following matters, as specified in the noted sub-paragraphs of the Maryland Cooperative Housing Corporation Act § 5-6B-19 (e) (1):

1. Approve Minutes of a Closed Meeting Held on February 2, 2023	(vii)
2. Request by a Member for a Rental Permit Extension	(iv)
3. Member Financial Matter	(viii)
4. Personnel Matter	(i)
5. Consider Approval of the Following Contracts: a) Contract with a Reserve Advisor Firm to Revise GHI's Replacement Reserve and Addition Maintenance Reserve Plans b) Contract for Telephone Services	(vi)
6. Complaint Matters	(iv)

During the meeting, the Board approved the following contracts:

- a) A contract with DMA Reserves Inc., to revise the current Replacement Reserve Plan for original GHI homes at a cost of \$12,000, with 10% allowance for contingencies, for a total cost not exceeding \$13,200 and to also revise GHI's current Addition Maintenance Reserve Plan at a cost of \$12,000, with 10% allowance for contingencies, for a total cost not exceeding \$13,200.
- b) A contract with RingCentral, Inc. to provide telephone services to GHI over three (3) years, based on the service provider's bid cost of \$847.23 per month or \$10,166.76 per year, plus 10% for contingencies (not including taxes, FCC charges, local tariff, or 911 fees) for a total cost not exceeding \$11,183 per year.

A motion to hold the Closed Meeting was approved during the open meeting of March 2, 2023, by Directors Hess, James, Lambert, Luly, McKinley, and Whipple.

The motion to hold the meeting was approved by an 8-0-0 vote of the Transition and Search Committee during an open meeting on January 9, 2023.

2b. Statement of a Closed Meeting of the Board of Directors Held on February 2, 2023

GHI’s Board of Directors held a closed meeting at 7:00 pm on February 2, 2023, via internet audio/video conference to discuss the following matters, as specified in the noted sub-paragraphs of the Maryland Cooperative Housing Corporation Act § 5-6B-19 (e) (1):

1. Approve Minutes of a Closed Meeting Held on December 15, 2022	(vii)
2. Member Financial Matters	(viii)
3. Responsibility for Costs of Repairing Storm Water Main Pipes within the GHI Community.	(iv) and (vi)
4. Consider Approval of a Contract for Information Technology Support and Management Services During 2023 to 2026- 1 st Reading	(vi)
5. Complaint Matters	(iv)

A motion to hold the closed meeting was approved during the open meeting of January 19, 2023, by Directors Bilyeu, Brodd, Hess, James, Luly, McKinley, and Mortimer.

3. Visitors and Members (Comment Period)

Claudia Jones, [REDACTED] asked about upstairs one-bedroom units receiving water shut off valves as part of the plumbing pipe replacement project. As a member of the Buildings Committee, Director Bilyeu advised that it was her understanding that all units that do not currently have emergency water shut off valves would receive them.

4. Approval of Addendum for Trust Ownership and Trustee’s Affidavit for [REDACTED] (Attachments #2a-2b)

The member at [REDACTED] requests approval of the Addendum for Trust Ownership to the Mutual Contract and Trustee’s Affidavit (Attachment #2a), thereby allowing the member, the trustee and beneficiary of the Trust (Attachment #2b), to place the membership and equity interest in [REDACTED], into the Trust.

The updated Mutual Ownership Contract will be presented for approval under new memberships.

Motion: I move that the Board of Directors approve the Addendum for Trust Ownership and Trustee’s Affidavit of [REDACTED] Trustee and Beneficiary of the [REDACTED] [REDACTED] Revocable Trust dated January 27, 2022, thereby allowing the Member to place the membership and equity interest in [REDACTED], into the Trust.

Moved: Hess

Seconded: Whipple

Carried: 9-0

7. For Discussion/Action

7a. Approve Minutes of the Open Meeting Held on December 15, 2022 (Attachment #3)

Motion: I move that the Board of Directors approve the minutes of the Open Meeting held on December 15, 2022 as presented.

Moved: James

Seconded: Bilyeu

Carried: 9-0

7b. Schedule Dates for Reviewing a Report from the Transition and Search Committee and Conducting Interviews for the General Manager Position

This item is on the agenda for the Board to consider the following matters:

- Is February 23, 2023 at 7:00 pm an acceptable date for a Closed Meeting between the Board of Directors and the Transition and Search Committee to discuss the Committee's report regarding the results of its search for candidates for the General Manager position and the Round One interviews it has conducted with qualified candidates?
- Are Monday, February 27, and March 1, 2023 from 4:00 to 9:00 pm acceptable dates and times for the entire Board to participate in Round Two interviews with final candidates that the Transition and Search Committee recommend? Should the Transition and Search Committee participate with the Board in the final interviews?

Motion #1: I move that the Board of Directors hold a Closed Meeting on February 23, 2023 at 7:00 pm with the Transition and Search Committee, as authorized by sub-paragraph §5-6B-19(e)(1)(i) of the Maryland Cooperative Housing Corporation Act.

Moved: Mortimer

Seconded: Hess

Carried: 9-0

Motion #2: I move that the Board of Directors hold Closed Meetings on February 27, 2023 and March 1, 2023, from 4:00 pm to 9:00 pm as authorized by sub-paragraph §5-6B-19(e)(1)(i) of the Maryland Cooperative Housing Corporation Act.

Moved: Bilyeu

Seconded: McKinley

Carried: 9-0

7c. Investment Committee's Recommendation to Revise GHI's Investment Policy (Attachment #4)

On September 1, 2022, GHI contracted with Farr, Miller, and Washington to serve as GHI's Investment Advisor to invest GHI's assets. Mr. Scott Stroud, GHI's Advisor, reviewed GHI's current Investment Policy (Attachment #4) and recommended that GHI should also consider

investing funds in ‘*Tax free and taxable municipal notes and bonds rated BBB or better at the time of purchase*’.

On January 12, 2023, the Investment Committee reviewed Mr. Stroud’s recommendation and decided to recommend that GHI’s Investment Policy should be amended to state that funds of the Corporation not expected to be needed for at least two years may also be invested in tax free and taxable municipal notes and bonds rated BBB or better at the time of purchase (refer to the proposed addition of Item L. to the policy in Attachment #4).

This item is on the agenda for discussion and action.

Motion: I move that the Board of Directors adopt the change to GHI’s Investment Policy that the Investment Committee recommended, as presented.

Moved: Hess

Seconded: Luly

Carried; 9-0

7d. Finance Committee's Recommendation re: Options to Compensate Members Displaced During the Pipe Replacement Pilot Program

On July 14, 2022, the Board of Directors directed the Finance Committee to recommend per diem or other compensation that should be paid to members who participate in the pilot program and are displaced while their units are being repaired.

After considerable deliberations, the Finance Committee agreed to submit the following list of options for the Board’s consideration; these options may also be considered for the full-fledged program, upon conclusion of the pilot program:

- a) Pay each unit the same amount.
- b) Pay each unit a per diem of a fixed amount, times the number of days the unit is unusable plus two (2) additional days for moving out of and back into their unit. The two (2) additional days are because members will generally move out the day before the work begins and move back in the day after work ends.
- c) Same as b) above, except the per diem would depend on the number of residents and/or companion animals (or pets) in the unit.
- d) GHI to provide hotel room options on behalf of the membership. Members who choose the hotel room options would not receive any other compensation. Members who do not select hotel room options provided by GHI will receive monetary compensation commensurate with the average value of hotel stay.
- e) Relating to the full-fledged project itself, before the Board of Directors try and get some input from the members before they make a decision.
- f) Offer a bonus to be given to members who volunteer to be part of the pilot program.

This item is on the agenda for discussion and action. A motion was offered for consideration, after the Board selects one or more of the recommended options stated above, but action was instead taken by consensus.

Approved by consensus was a combination of Item b and Item c; a base amount that would include per diem and moving days as well as additional amount(s) for other occupants and/or

companion animals. The Board would ask the Finance Committee to develop estimated figures for these items as well as a reasonable bonus amount under Item f.

7e. Motion to Hold a Closed Meeting on February 16, 2023

Motion: I move to hold a closed meeting of the Board of Directors at 7:00 pm on February 16, 2023.

Moved: James

Seconded: Bilyeu

Carried: 9-0

8. Items of Information

8a. President's Items

President Brodd reminded members of the upcoming work session between the Board and the membership on February 8, 2023 to discuss yard conditions and inspection standards.

President Brodd acknowledged member(s) requests to address recent parking issues and he advised that it would be on an upcoming Board agenda.

8b. Board Members' Items

Vice President McKinley reported that the Transition and Search Committee had recently lost a couple of members, but after a recent discussion, decided they are comfortable to continue their charge with the members who remain.

Secretary James indicated he received inquiries regarding the boat parked on Hamilton Place near the Administration Building, but no one had any information.

8c. Audit Committee's Items

None

8d. Manager's Items

None

Motion: To adjourn.

Moved: Hess

Seconded: James

Carried: 9-0

The meeting adjourned at 8:40 pm.

Ed James
Secretary

Proposed service side split rail wood fence at [REDACTED]



10 SOUTHWAY

The yard lines depicted herein (or associated fences and/or hedges) do not establish a member's property but rather designate a limited common area - a portion of GHI land, mutually owned by all members, that is set aside as yard for the member's use in accord with the practices established in the GHI rules. The cooperative reserves the right to redraw yard lines.

PLAT CERTIFIED BY GREENBELT HOMES, INC.

J. Stoltz
 President, Board of Directors 3.26.15
 Date



GREENBELT HOMES INC.
 GREENBELT, MARYLAND

YARD AREA - 1342 PLM	
U OF 10 SOUTHWAY	
DRAWN BY SP	UNIT NO.
DATE: 2/23/16	2542
SCALE: 1" = 20'	

FOR BOILER ROOM
 STAND-ALONE

COMPANION ANIMAL COMMITTEE (CAC)

SEMI-ANNUAL REPORT TO THE GHI BOARD OF DIRECTORS

July 2022 – December 2022

This report may appear shorter than usual. In addition to our ongoing activities, the CAC's time was focused on two, large projects in 2022. The first was the Zoom Cat webinar presented by Dr. Ropski and the second was the revision of the Guide for Members with Companion Animals. Dr. Ropski's Cat webinar addressed common behavioral problems and suggested solutions. As it was our first Zoom webinar with members, the approach was a new one for the CAC and involved a learning curve. Our second large project was expanding the Guide to address new topics and increase the depth of some existing content. Also the updating of links to resources and contact information for local veterinary organizations and other animal-related organizations was far more extensive than we anticipated. The content of the Guide is complete. However, we decided to add an index to make it easier for members to find information quickly (in process) and are discussing the addition of a glossary.

SUMMARY

The CAC continues to hold our monthly meetings online, and to maintain the CAC bag dispensers for dog walkers throughout GHI.

Animal-related complaints are discussed below in the **Activities** section.

The CAC continued to hold Meet and Greets to provide community outreach and education at different locations throughout GHI through November 2022. The Meet and Greets continue to be well-received by members with and without companion animals.

The CAC worked with Member Services as requested. In addition, a member reached out directly to the Chair of the CAC for help finding an animal behaviorist and other resources for her dog. The Chair provided her with the name of several behaviorists and behavioral consultants and referred her to Your Dog's Friend.

Dr. Meaghan Ropski's cat webinar was very well received and attended by 30 GHI members. We recorded the workshop, so we can stream it again in 2023 if there is interest.

The brochure for prospective members was approved by the Board of Directors. It will also be made available as hardcopy in the GHI lobby and as a PDF on the CAC webpage, as soon as the brochure is reformatted for easier reading and printing from the webpage.

The content in the Guide for Members with Companion Animals has been completed. It has a new cover and still needs to have a table of contents and be converted into PDF format. It was decided to add formatting to the Guide to enable the automatic updating of the Table of Contents and to explore adding an index to the Guide and possibly a glossary.

The CAC did an inspection of the plastic bag dispensers throughout the community and took care of any maintenance/replacement that was required. Four new dispensers were purchased from IKEA for use in 2023.

Our 2023 Budget was submitted and approved.

Some of these items are discussed in more detail in the following section of this report.

ACTIVITIES

Animal Complaints

During the period of this report, animal complaints brought to the CAC's attention included a GHI staff member being bitten by a dog, nuisance behaviors, such as excessive barking and lunging and running the fence line as well as members not cleaning up after their pets. We are targeting these behaviors through our Meet and Greets. In response to the dog bite, the CAC wrote an article that provides tips for members with pets when they make a maintenance request and about what to do during the actual maintenance visit. It has been uploaded to our web page. A shorter version of this article (with a link to the full article) was included in the revised Guide for Members with Companion Animals.

Cat Project

The Cat Webinar was a success. The CAC now has a process and a format for future webinars. Deanna Washington served as co-host for the webinar. She also helped us by reviewing participant questions to make sure that a question was only provided to the speaker once during the question-and-answer period. Interacting with her before the presentation became a training for those of us likely to host and co-host in the future. We were very grateful for her help. We received a lot of positive feedback from members after the webinar and many commented that Dr. Ropski is an excellent presenter. The recording has been saved on the platform so we can re-stream it in the future.

(The CAC's 2022 goals follow on the next page.)

GOALS

Status of Goals for 2022

1. Cat Project Workshop - Work with Dr. Megan Ropski to develop online training for members with cats. Address common, problem cat behavior, particularly cat stress signals, and how to solve or manage the behaviors. **Completed**
2. Complete the revision of the GHI Guide for Members with Companion Animals, including new content on cats, wildlife and links to sources where members can find out what plants, bushes, and trees are toxic for companion animals (include mention of Animal Poison Control). **Content Completed. (Note: Additions in 2023 will include reformatting to be able to automatically generate and update the Table of Contents and the addition of an Index. A glossary will also be discussed.)**
3. Publish seasonal soundbites in the e-News throughout 2022. **Completed**
4. Hold community Meet and Greets monthly, from March through November, weather permitting. **Completed**
5. Research feasibility of using QR codes for posters and other educational materials used at Meet and Greets and community events. **In progress. Will become a 2023 goal.**
6. Finalize Brochure for prospective and new GHI members. **Completed except for reformatting the brochure for easier reading and printing on our webpage.**
7. Develop list of Your Dog's Friend YouTube videos and provide instructions on how the user can display all videos on the channel. **Completed**
8. Identify and select *Dogs Must be Kept on Leash* sign. **Completed**
9. Purchase additional plastic bag dispensers. If not available at IKEA, find a replacement. **Completed**
10. Explore the use of a private YouTube channel to provide recordings of the cat workshop for GHI members with cats. **No Board or staff interest in pursuing this. This may be a 2023 goal.**
11. Research *Strings* and *Bird Decal* items that prevent birds from flying into windows. Educated CAC members on what these resources are and where they can be purchased. **Completed**
12. Research biodegradable bags and purchase some to test. **Completed our research. We did not purchase any bags to test. It appears that current biodegradable bags do not biodegrade in a landfill environment.**
13. Write article with tips for members to help their animals when owners return to their offices. (Covers both dogs and cats.) **Completed**

14. Assemble Disaster Preparedness *Go Bag* for animals. This Go-Bag will be used for community events. **Completed**

Please note that the CAC's 2023 goals will be discussed and approved at our January 2023 CAC monthly meeting.

Ongoing Goals

1. Community Education Campaign
 - Importance of cleaning up after pets.
 - Management techniques to stop dogs from fence running and lunging at fences.
 - Management techniques for excessive barking.
 - Importance of transitioning outdoor cats indoors.
 - Avoiding human-wildlife conflicts.
 - Educating members about having a disaster preparedness plan and a *go bag* of basic emergency supplies for each of their pets that includes seven days of medication (ensure that medication is not out of date.) and a photo of the pet parent or family members with their pet(s).
2. Educate all members about dogs in need of space (DINOS) to provide a member with the tools to inform others that their dog is a dog in need of space and should not be approached without permission. Also aids in bite prevention. The CAC has a vest and other items that members can look at as ways to inform other members that their dog is a DINO.
3. Update and clean up our ghi.coop web page.
4. Continue working with Member Services, and contributing to GHI's e-News, and the committee web page.
5. Continue to partner with the Greenbelt Community Animal Response Team (GCART). *
6. Continue our relationship with Your Dog's Friend. *
7. Continue our relationship with the Greenbelt Animal Shelter so we hear about community events in which we can participate. *

*The Companion Animal Committee's partnership or relationship with this organization was approved by the GHI Board of Directors.

[Attachment follows on the next page.]

ATTACHMENT

Summary of Companion Animal Committee Members' Skills and Experience

Skills and Experience of the Companion Animal Committee include:

- A veterinarian;
- A retired Washington, DC Humane Law Enforcement Officer, who is also a former Commissioner of the Prince George's Commission for Animal Control.
- A member who has extensive experience with cats. She also has shelter and animal welfare experience and works as a librarian at the National Agricultural Library's Animal Welfare Information Center. In addition, she has led workshops on children and animal safety, helping children learn about cat behavior and signs of stress and anxiety in cats.
- Two members with hands-on disaster experience with animals. One member volunteered during 9-11, and the other volunteered during Katrina. We also have two members who are licensed Ham Radio Operators. (The CAC educates members about how to include companion animals in their family disaster planning and how to prepare go bags for their animals).
- A member who transports rescue dogs from the location of the rescue group to their new families.
- A member who volunteers and has experience as a dog training assistant and coach for online and in person dog training. A particular area of interest is working with reactive dogs, and with shelter dogs to improve their chances for adoption. Also experienced with dog rescue and placement and assisting adopters in resolving behavior problems.
- Two of our members are co-founders of the city's Greenbelt Community Animal Response Team (CART) and several are members of the Greenbelt Community Emergency Response Team (CERT). One member is the leader of the Community Emergency Response Team and another member has led the team in the past. One member is the leader of the Greenbelt Community Animal Response Team and another is the assistant leader of the team.
- Other members volunteer, or have volunteered, at the City of Greenbelt Animal Shelter and with WAGS, Well-Wishers of the Animals in the Greenbelt Shelter.
- Every CAC member with one exception has companion animals.
- The one member without a companion animal plays an invaluable role, sharing the perspective of GHI members who do not have companion animals.

2023 COMPANION ANIMAL COMMITTEE (CAC) GOALS

2023 Goals include all the ongoing goals from 2022. Starting in 2023 *Holding monthly Meet and Greets* throughout the community has been added as an ongoing goal.

Other goals include:

1. Twice yearly inspections of the plastic bag dispensers with replacement as needed. (Note- several dispensers have been added by members, those dispensers will not be maintain by the CAC.)
2. A Fall webinar with CAC members presenting, or using a local trainer if one is interested. A possible topic might be Planning for Your Pet in Case of Illness or Death.
3. Planning for a lending library and purchasing books.
4. Explore the possibility of dedicating a Zoom account where committees and task forces could store and replay videos for members.
5. Develop topics for a 2024 webinar using Dr. Ropski as the presenter, assuming a 2024 budget request for such a webinar will be approved.
6. Write an article on enrichment activities for dogs, cats and rabbits, and discuss the possibility of creating a webinar on this topic.
7. Once reformatted, print and distribute in brochure format, *Living with Companion Animals in GHI* at meet and greets and community events. The reformatted newsletter version will be provided to Bruce Mangum. A hardcopy format will be made available in the GHI Lobby.
8. Before submitting the revised guide to the Board, configure and automate the table of contents and add an index. Also consider adding a glossary.
9. If staff is interested, provide a staff safety class on bite prevention.
10. Explore offering an in-person first aid course for dogs and cats, partnering with Greenbelt CART. Members would have to pay to take the course.
11. Explore the possibility of having a Disaster Preparedness Day for Pets with the Board of Directors and the City of Greenbelt. This event would include inviting Greenbelt CART to display the city's AKC Disaster Preparedness trailer. (The City of Greenbelt provides the truck and the driver for the trailer.)