

GHI BOARD ACTION PLAN

Updated Mar 2014

2 YEAR GOALS – (Focus areas for the Board)

These are the focus areas to which the current Board and staff will dedicate time, funding and effort. They are the highest priority for the Board and the staff, outside of regular ongoing programs and emergency situations.

1. Complete the Pilot Program with energy efficiency upgrades for 28 homes.
2. Plan for the Homes Improvement Program scheduled to begin in 2016.
3. Explore apartment building acquisitions in Greenbelt.
4. Review GHI's investment policy.
5. Examine GHI's working capital policies.
6. Improve communications with members:
 - Review GHI's media policy, including social media.
 - Establish Ad Hoc committee to explore feasibility of wi-fi for GHI community.
 - Reformat member hand book for clarity.
 - Hold one town hall meeting annually.
 - Review the maintenance department's phone system emergency response.
 - Investigate how to employ internet technologies to increase opportunities for participation in meetings.
 - Develop Public Service Announcements (PSAs) via Greenbelt Access Television (GATE)
7. Encourage more members to be involved in GHI's activities.
8. Oversee Pepco's electric pole and wire replacement project in GHI.
9. Establish a link between the computerized financial /maintenance management systems.
10. Clarify which committee (ARC or Woodlands) should make recommendations concerning the management, maintenance and preservation of common green space (non-Woodland areas).
11. Review policy of unauthorized rentals cum "part-time" member occupancy of units.
12. Resolve utility and right-of-way issues with City, WSSC, Pepco, Verizon and Comcast.
13. Investigate which historic elements of the GHI community should be preserved.
14. Review how computer data files and member files are backed up.
15. Investigate the incorporation of electric vehicles in the equipment fleet.
16. Investigate whether GHI should provide electric charging stations for members' vehicles.
17. Investigate if Board meeting minutes could be formatted in a word-searchable format.
18. Revise GHI's replacement reserves plan and addition maintenance reserves plan.
19. Increase GHI's revenue streams to keep costs low.
20. Explore whether fee-for-service program should be expanded.
21. Review GHI bid (RFP) procedures.
22. Improve marketing of GHI homes.
23. Voter registration drive.

1st Half Year Work Plan (2014)

Priority	6 Month Work Plan: Actions	BOARD	CMTE	STAFF
A	Undertake 6-month activities within the plan for the Pilot Program.	X	Bldg	X
A	Develop and implement a communications plan to inform the membership about the pilot and Homes Improvement Program.	X	Bldg & Comm	X
A	Develop a plan/schedule for the Homes Improvement Program. Undertake 6-month activities.	X	Bldg & Finance	X
A	Pursue possible purchase of Strathcona apartments.	X		X
A	Review GHI's Investment Policy. Consider whether to hire professional assistance to guide GHI's investment decisions.	X	Investment	X
A	Examine working capital policies.	X	Finance	X
A	Review GHI's Media Policy, including social media and community communications	X-Aaron	X	X
A	Hold membership Town Hall meeting on March 2nd	X	X	X
A	Review our phone system emergency response.	X		X
A	Provide oversight for completion of Pepco's electric pole and wire replacement project			X
A	Complete the establishment of a link between the computerized financial/maintenance management systems			X
A	Clarify responsibilities for making recommendations concerning the management, maintenance and preservation of green space (yards and other non-woodland areas)	X	ARC	
B	Continue negotiations with WSSC re: replacement of water piping	X	WSSC Task Force	X
B	Work with City of Greenbelt to resolve major rights-of-way issues at 5 sites	X		X
B	Review issue of unauthorized rentals cum "part-time" member occupancy of units.	X	Task Force	X
B	Discuss whether members should be allowed to hold multiple MOC's?	Retreat		X
B	Discuss the preservation of historic elements for the GHI community.	Retreat		X
B	Review how our data and member files are backed up.	X		XX
B	Investigate incorporation of electric vehicles in staff fleet.	Steve		X
C	Continue to work on recommendations from Quinn Evans report re: insulation of block homes	Retreat	Bldg	X
C	Investigate whether GHI could provide charging stations for members' vehicles.		Task Force	X
C	Investigate whether meeting minutes could be formatted in a word-searchable format.			X
C	Investigate how to employ internet technologies to increase opportunities for participation in meetings?	Aaron		
C	Voter registration drive (Ed James)	Ed		

Committee Tasks: 1st Half Year Work Plan (2014)

Committee	Assignments	
Architectural Review Committee	1	Update planting lists for shade and sun gardens, trees, screening, groundcovers to replace lawns, rain gardens, pollinators, etc. and make information available to members
	2	Add garden ideas to photo archive, perhaps have additional contests for yards with four season interests or other aesthetics
	3	Continue initiatives to build a photo archive for home improvements and make them available to members, especially to encourage members to continue to submit photos of new renovations
Buildings	1	Continue Pilot Project - (Phase 3)
	2	Look at options for solar domestic water heating systems
CAC	1	Second Annual “Are You Ready?” event to be held on September 28, 2014. Already approved by the Board.
Communications	1	Explore the purchase of A/V equipment to support large meetings
	2	Update members about issues current to GHI
	3	Make the GHI website more user friendly to access information intuitively
Finance	1	In conjunction with the Member Outreach Committee, offer educational programs and resources about financial matters affecting members and the cooperative.
	2	Review policy on working capital
Investment	1	Continue to invest GHI funds and monitor investments.
Marketing	1	Update the Pre-Purchase Orientation Video – Seek to change from a power point presentation to a live action video mixed with power point items.
	2	Undertake an analysis of home sales for 2012 and 2013.
	3	Think Small: In conjunction with the Member Outreach Committee, promote and market GHI as a place where one can live small. Educate members re: the benefits of living in a small home and the efficient use of space.
Member Outreach	1	Think Small: In conjunction with the Marketing Committee, promote and market GHI as a place to live small. Educate members re the benefits of living in a small home and the efficient use of space.
	2	Develop a resource with suggestions about encouraging interaction among neighbors through social activities, common projects, special interests, etc.
	3	Develop a new plan for recruiting volunteers
	4	In conjunction with the Finance committee, offer educational programs and resources around financial matters affecting members and the cooperative.
Woodlands	1	Continue with routine woodlands’ work days, forest preserve monitoring activities, and planning for pocket parks around the community.
	2	Develop a recommendation for a Memorandum of Understanding between GHI and Greenbelt Garden Club to govern garden plot access and use on GHI lands.