

Minutes
GHI Board of Directors
April 8, 2010

Present: James, Lewis, Morse, Agans, Boswell, Hickey, Mazursky

Excused Absence: Novinski, McFadden

Others in Attendance:

Gretchen Overdurff, General Manager

Joan Krob, Director of Member Services

Joe Perry, Director of Finance

Tom Sporney, Staff Engineer

Eldon Ralph, Assistant General Manager

Dorothy Lauber, Audit Committee

Dianne Wilkerson, Chair, Audit Committee

Henry Haslinger, Audit Committee

Patty Muldowney, Recording Secretary

Philippe Orlando

Craig Roberts

Kathleen Gallagher, Chair of N&E Committee

President Agans called the meeting to order at 7:30 p.m.

1. Approval of Agenda

Three items were added to the agenda: 6e. Employee Appreciation; 6f. Scheduling the Next Mini-Retreat and 6g. Website Survey

MOTION: TO APPROVE THE AGENDA AS AMENDED.

Moved: Boswell

Seconded: James

Carried 6

2. Visitors and Members

Mr. Philippe Orlando is seeking approval to erect a greenhouse on GHI common land. He stated the reason for a greenhouse is because some yards are too shady to garden and the greenhouse could be shared by several members. If Board approval is given, Mr. Orlando will consider areas for the structure's placement.

Board members entered into a lengthy discussion with Mr. Orlando regarding liability issues, construction materials, and the maintenance and security of the structure. Mr. Orlando was offered alternatives to constructing a greenhouse such as the use of the community gardens. Mr. Orlando explained that the community gardens were not an option because of the cost involved with bringing water to the plots; the greenhouse would need to be located near a hose hookup. An inquiry was made about the possibility of digging a well on GHI land; Mr. Orlando explained that such a project would cost \$20,000 because of regulations related to the water table and wells. Board members stated that they were reluctant to reduce playground space, which would need to be kept in mind when looking for a site for the greenhouse.

President Agans asked Mr. Orlando to email Mr. Tom Sporney, Staff Engineer, with a "business plan" for the greenhouse. In his email, Mr. Orlando will attempt to answer questions including who will be responsible for maintaining the greenhouse, as well as what will happen if all of the original greenhouse members leave GHI. Ms. Agans explained that the Board could not approve a greenhouse until they have more information about the proposed location. Mr. Orlando was asked to provide the Board

with several possible site locations. It was also suggested that if the greenhouse does not work out, members with sunny yards could be approached to see if they would be willing to loan out some of their yard space for people who would like to garden.

3. Approval of Membership Applications

MOTION: THAT THE FOLLOWING PROSPECTIVE MEMBERS ARE ACCEPTED INTO THE COOPERATIVE AND MEMBERSHIP AFFORDED THEM AT THE TIME OF SETTLEMENT:

- **REBECCA L. DICKINSON, SOLE OWNER**
- **BONNIE SCHRACK, SOLE OWNER**

Moved: James

Seconded: Hickey

Carried 6

4. Committee Reports

There were no written committee reports to review. Each Board member present shared any updates on the committee to which they are Board liaison.

- a. Woodlands Committee: Plants will be given away to members at the annual meeting.
- b. Member and Community Relations Committee: Committee members are working on the April 28 appreciation luncheon; t-shirts will be given to all who show up. Directors Boswell, Hickey, James, Agans, and Lewis are planning to attend.
- c. Buildings Committee: The committee has met a few times since the last Board meeting. Reports have been prepared for Monday's joint work session with the Finance Committee. During the work session, the committee will give background information behind the pilot project, reasons for undertaking this project, information about the data collection efforts, and details on the recommended pilot homes. The Buildings Committee will also provide recommendations for upgrades to the homes. The committee will present for approximately thirty minutes; the rest of the work session will be open for discussion between the two committees.
- d. Marketing Committee: A community-wide open house will take place on April 11. At least one member from the Website Team will go to each committee meeting to get surveys completed by all in attendance. The team has lost two members, gained a new member, and found a volunteer to work as an advisor.

5. Consent Agenda

MOTION: TO APPROVE THE CONSENT AGENDA.

Moved: Lewis

Seconded: Morse

Carried 6

6a. Purchase of a Vehicle for the Maintenance Department, 2nd Reading, CA

MOTION APPROVED BY CONSENT AGENDA: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO PURCHASE EITHER TWO USED CHEVY COLORADO, FORD RANGER OR TOYOTA TACOMA PICK-UP TRUCKS AT A COST NOT TO EXCEED \$12,141 EACH; OR ONE NEW CHEVY COLORADO, FORD RANGER OR TOYOTA TACOMA PICK-UP TRUCKS FROM CARMAX AT A COST NOT TO EXCEED \$17,500.

6b. 2010 Spring Concrete Contract, 2nd Reading, CA

MOTION APPROVED BY CONSENT AGENDA: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO ENTER INTO A CONTRACT WITH CHOICE CONCRETE CONSTRUCTION, FOR THE SPRING REPAIRS OF CONCRETE SIDEWALKS AT 45 SITES AT ITS BID, \$26,062.63, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$28,669.

6c. Proposed Bylaw Changes: Articles III and VII

General Manager Overdurff explained that the Board needs to decide if more than one person in a household should be allowed to run and serve on an elected committee, including the Board of Directors and the Audit Committee. The proposed Bylaws changes were sent to Kathleen Gallagher of the Nominations and Elections Committee; Ms. Gallagher sent recommendations that she believed made the most sense.

The Board discussed the possibility of allowing only one member of a household to run and serve, and talked about excluding the Nominations and Elections Committee as an elected position because N&E does not operate year-round. It was decided that Nominations and Elections should not be excluded from this rule. A question was brought forth about how this rule would be enforced if two members of a household wanted to run and serve; the Board discussed which application would be accepted.

MOTION: THE BOARD OF DIRECTORS DOES NOT APPROVE OF A BYLAW CHANGE WHEREBY TWO OR MORE MEMBERS FROM THE SAME HOUSEHOLD MAY RUN FOR AND HOLD AN ELECTED POSITION AT THE SAME TIME.

Moved: Lewis

Seconded: Mazursky

Carried 6

Director Boswell made the motion below. The Board began more discussion about the topic of two members from the same household submitting applications to run for an elected position simultaneously. Director Boswell called for a vote on the motion; 5 Directors were in favor of calling the vote. Vote on the motion was taken and carried.

MOTION – THE BOARD OF DIRECTORS DOES APPROVE OF A BYLAW CHANGE TO ARTICLE 3 SECTION 5 FOR WHICH THE LAST SENTENCE WOULD READ: “In the case of a jointly held membership, *only one of the members from a household* may run for *OR* hold an elected position at one time.”

Moved: Boswell

Seconded: Lewis

Carried 5-2

Audit Committee Member Wilkerson stated that this situation happened once in the past. In that instance, one member from the household withdrew their application for candidacy. Ms. Wilkerson then read from the Bylaws, Article 4, Section 8d, which states that in the case of joint membership, they should together have only one vote. At a membership meeting, the voting card will be given to the member who first requests it. The Board discussed the

possibility of limiting application drop-off points to reduce the problem of applications being dropped off in different locations at the same time or requiring a date and time stamp to document receipt of all applications.

AMENDMENT: TO INCLUDE AN ADDITIONAL SENTENCE AT THE END: “From any member household, only the first application for an elected office recorded as received will be accepted.”

Moved: Morse

Seconded: Hickey

Failed 3-4

The Board decided that this issue could be dealt with on a case-by-case basis as it arises. The suggested changes to the Bylaws discussed at this meeting will be decided by the membership at the annual meeting. Because Article 3, Section 5 of the Bylaws defines who may run for office or elected positions, the rest of the suggested changes defined in the Board packet do not need to be made.

6d. Proposed Rules Regarding Insulation in GHI Homes

There was no discussion before the motion was made.

MOTION: THE BOARD OF DIRECTORS DOES APPROVE PROPOSED RULES CHANGE FOR INSULATION IN GHI HOMES IN §X.D.4. AS PRESENTED.

Moved: Boswell

Seconded: Lewis

Carried 6

The Board clarified that the reason this issue will not be submitted to the membership for comment is because it simply brings GHI rules in compliance with the law and buildings code.

6e. Employee Appreciation

April 19-23 will be Employee Appreciation Week for GHI employees. Director Lewis suggested that at that time, staff members who came in during the snow emergency in February be told that they can have a floating holiday as an award for their service. This floating holiday could be taken as convenient for each staff member, and would not close the GHI office. Supervisory staff would decide who would qualify for this floating holiday.

Ms. Lewis also suggested that a certificate or plaque be awarded to staff at the annual meeting for their service, to be displayed in the lobby of the GHI office. The Board discussed whether the plaque should be paid for by the entire membership, or whether each Board member should pitch in to pay for it. It was decided that GHI should pay for it so that it is from the entire membership.

MOTION: THAT THOSE STAFF WHO CAME IN DURING THE SNOW EMERGENCY BE GIVEN A FLOATING HOLIDAY.

Moved: Lewis

Seconded: Morse

Carried 6

6f. Scheduling the Next Mini-Retreat

The Board last met for a mini-retreat on March 29, and will meet again on June 28 at 7:00 p.m. President Agans brought up a discussion about providing updates during Board meetings on progress made on the Board's action plan. Director Mazursky stated that the purpose of the mini-retreat is to provide updates, and suggested that quick updates could be made during the second month of the quarter. It was decided that the retreat facilitator from January's retreat could be invited back for a mini-retreat in the fall. This would allow new Board members to be involved after becoming acclimated to their position.

Director Lewis explained that there will be an insert on the Board's strategic plan in the next issue of the *Communicator*, as well as have the strategic plan posted on the website. President Agans stated that the Board will try to approve the strategic plan at the first meeting in May so that it can be finalized and adopted.

The Board discussed changes that can be made to the strategic plan insert. The title "Committee Work List" should be changed to "Committee/Work Group/Team Work List". Director Lewis shared that one of the Finance items can be deleted. Director Mazursky stated that the website redesign will not be completed until January of 2011. Director Boswell explained that the second item for the Buildings Committee has been extended; the date should be changed from February to October of 2010.

The Board then discussed the status of the Green Ribbon Task Force. A question was raised about the task force producing a final report. It was discussed that Jim Cohen does not have time to produce a report because of his other commitments in the coop; the PowerPoint presentation given by the task force may be the closest thing to a closing report that will be produced. The Board will talk to Jim Cohen about the possibility of a final report. The Board then asked about the report that was paid for by GHI that was to be prepared by the group of Potomac architects. President Agans stated that the group claims they completed the report, but that GHI never received it.

6g. Website Survey

Director Mazursky distributed surveys to all Board members, Audit Committee members, and cooperative members in attendance. He explained that a website designer has been tasked to redesign GHI's website; he would like an understanding of why people go to the GHI website. This survey will help to prioritize issues for the GHI website.

7. Items of Information

General Manager Overdurff shared a booklet about the annual cooperative conference; she will be available on the day that the conference visits GHI. Ms. Overdurff explained the three purposes of the conference and shared that the group will go to Capitol Hill to lobby for bills related to cooperatives. Director Lewis suggested that members of the Legislative Group attend the conference.

Director Lewis encouraged Board members to attend the Employee Appreciation Week luncheon on April 21. Ms. Overdurff shared that there will be a presentation during the luncheon, and all Board members are welcome to attend. Employee appreciation activities will continue throughout the week.

8. President

President Agans will not attend the next Board meeting, as she will be out of town. Director Lewis will also be absent for the next meeting.

President Agans shared that Irv Wartell is chair of the Member and Community Relations Committee; he is also running for a position on the Board of Directors.

Ms. Agans shared that she received a phone call from the KoJo show. She talked about what's green in Greenbelt and gave the show representatives contact information for Director Lewis, Jim Cohen, and another member of the coop. Director Lewis shared details from her conversation with the KoJo show representative. The show will be held on April 20 at 7:00 p.m. at the Community Center; the theme is "Keeping Green in Greenbelt". There will be a panel of people from Greenbelt on the show; Director Lewis was asked to sit on the panel. The show will be televised at noon the following day.

9. Board Members

Director Lewis will be out of town from April 21 through May 6. She asked whether there is a rule or policy about responding to questions posted on the greenbelters Yahoo group pertaining to GHI. It was suggested that whenever possible, a comment should be posted stating "For the best information, talk to staff or a member of the Board." Director Lewis shared an update on the census from Celia Craze. She explained that it is possible that GHI will be getting a second census mailing. At this time, she is not comfortable recommending anything to GHI residents about the census.

Director James shared that there will be a Potomac watershed cleanup on Saturday from 9:00 a.m. to noon. He and Matt Berres will handle the Spellman Overpass area. Director James stated that there will be a march to the mailbox in Roosevelt Center this weekend; this is a perfect opportunity for people to fill out their census form and walk it to the mailbox. He then explained that during the Green Ribbon Task Force's work in 2006, GHI spent \$15,000 for AIAPP to produce a report; this report was to be given to GHI within five years.

Director Boswell asked the Board to use the phrase "community upgrade" instead of "rehab" when referring to the Buildings Committee's project. He shared that there will be a presentation made at the annual meeting; members with questions should be referred to the website.

Staff Engineer Sporney updated the Board on progress made on repairs resulting from the snow storm. He explained that a large portion of these repairs are related to slate roofs and copper gutters. A contract was signed this week, with work to begin on April 19. GHI contacted two contractors to complete this work; the insurance adjuster agreed to work with the second contractor, RRH. The contract is worth more than \$100,000. Other minor repairs on frame homes and townhouses will need to be completed, including repairs to metal awnings. Mr. Sporney explained that there are only two metal awning companies in P.G. County, and neither is returning phone calls at this time. In response to a question from Ms. Wilkerson, Mr. Sporney explained that Peter Joseph surveyed all gutters in the community; nearly all brick homes with copper gutters are on the list for repairs. Mr. Ralph explained that correspondence was sent twice to update the membership on the status of the repairs. Now that a contract has been signed, a third round of correspondence will be sent to let the members know that repair work is starting. Staff has used the *Greenbelt News Review* and the greenbelters Yahoo group to update the membership on this process.

Director of Finance Perry expressed appreciation for the floating holiday granted to staff members who worked through the snow emergency.

10. Manager

General Manager Overdurff explained that it is important that the Board understand that with insurance claims the insurance company is in charge and to explain this to members who have questions. She noted that it may take a long time for all repairs to be completed. Director Mazursky suggested making an announcement regarding repair work at the annual meeting. The Board discussed the possibility of sending an individual letter to each member affected by the repairs. It was determined that it would be too costly to send a letter to each affected member. Director Morse suggested posting a brief note about the repairs on the GHI website to update members on the progress made.

Ms. Overdurff shared details from a phone call she received from MPO Kelly Lawson of the Greenbelt Police. The City of Greenbelt is putting together a task force to address issues related to the Spellman Overpass. The task force will meet on May 13, which is a Board meeting night. On May 13, there will be a speaker from the Maryland Sustainability Coop who would like ten minutes to speak to the Board.

MOTION: TO ADJOURN.

Moved: Lewis

Seconded: Hickey

Carried 6

The meeting adjourned at 9:18 p.m.

Ed James
Secretary