

Minutes
GHI Board of Directors
July 14, 2011

Present: Morse, Jones, Hess, Boswell, James, Moore, Wartell, and Novinski

Excused Absence: McFadden

Others in Attendance:

Gretchen Overdurff, General Manager

Eldon Ralph, Assistant General Manager

Joe Perry, Finance Director

Joan Krob, Director of Member Services

Matt Barres, Manager of Maintenance

Operations

Ken Jarva

Juanita Delaney

Sue Krofchik, *Greenbelt News Review*

Reporter

Liz Werlwas

Judith Davis, Mayor of Greenbelt

Sylvia Lewis

Henry Haslinger

Lauren Cummings

Anna Socrates

Jeanette Grotke

Altoria Ross, Recording Secretary

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

1. Approval of Agenda

MOTION: TO APPROVE THE AGENDA AS REVISED.

Moved: Hess

Seconded: James

Carried 7

2. Announcement: President Boswell announced that Assistant General Manager Eldon Ralph has accepted the offer for the General Manager position.

3. Visitors and Members: President Boswell welcomed visitors and members.

4. Approval of Membership Applications

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

- **JEAN W. FRENCH, BENJAMIN R. FISCHLER, TENANTS BY THE ENTIRETY**
- **CALVIN B. PARKER, SOLE OWNER**
- **DANIEL J. FISCHLER, SARAH N. SCHELLIN, TENANTS BY THE ENTIRETY**

Moved: James

Seconded: Jones

Carried 7

5. Committee Reports

- Yard Line- Director Novinski said the committee received feedback on Southway.
- Addition Maintenance Task Force – At the last meeting, the task force got new members who were invited by Suzette Agans, who had suggested

they attend a committee meeting before they made plans for adding an addition.

- Companion Animal – Director Wartell said the county emergency plan has been divided up between committee members to study.
- Communications Task Force – Director Morse said according to the preliminary results from the survey the new page in the News Review has been well-received. Some members still request hard copies of the Communicator as well as an e-Communicator.
- Woodlands Committee – Director James announced the committee will have a guest speaker at Wednesday’s Woodlands meeting.
- Finance Committee – Director Hess said the Finance committee will meet on August 11, seeking ways to deal with the with real estate taxes transition and to locate potential revenue. In September, Mr. Monks, a GHI tax attorney, will meet with the community on how to appeal assessments.
- Communicator Task Force – The focus of its next meeting will be to decide which articles would be appropriate for the Communicator versus the GHI in the News Review page.

6. Consent Agenda

MOTION: TO APPROVE THE CONSENT AGENDA.

Moved: Hess

Seconded: James

Carried 7

7a. Approval of Minutes

APPROVED BY CONSENT AGENDA: MINUTES OF MAY 26, 2011.
APPROVED BY CONSENT AGENDA: MINUTES OF THE SPECIAL MEETING OF JUNE 9, 2011.

7b. Yard Line Certification: 16 Court Ridge Road

MOTION: THE BOARD OF DIRECTORS DOES APPROVE YARD PLATS FOR 16 COURT RIDGE ROAD AS PRESENTED.

Moved: James

Seconded: Wartell

Carried 7

7c. Transition Team Bids

GHI’s Transition Task Force sent five RFP’s to companies that provide executive transition services and received two bids as outlined in the table below.

PRODUCTS/SERVICES	Cummings & Assoc., Inc.		Transition Guides	
		Task#		Task#
Workshop(s) with GM & Board	\$ 2,250	6	\$ 4,000	2.2
Goals and Evaluation Tools	2,700	5	4,500	2.3
Organizational Assessment	4,500	7	6,500	2.4
Executive Coaching	3,600*	8	3,500	2.5

Document Review & Community Familiarization	3,600	1-2	(included in Org. Assessment)	
Total	\$ 16,650		\$ 18,500	
Discount	-0-		2,000 (provided all above services are selected)	
Total with Discount	\$ 16,650		\$ 16,500	
Manager's Desk Manual	6,900	4	4,000	2.1
Total with Discount	\$ 23,550		\$ 20,500	

*(The proposal recommended 2 hours of executive coaching per week at \$150 per hour, which could have totaled \$14,400 for the year. For comparative purposes, the figure was adjusted to 2-hours of executive coaching per month at \$150 per hour).

Based on cost, references, resumes of personnel who would participate, and responsiveness to the specific RFP, the Task Force recommends Transition Guides for all services as outlined in its proposal.

MOTION: THE BOARD OF DIRECTORS ENDORSES THE SELECTION OF TRANSITION GUIDES TO BE HIRED FOR TRANSITION SERVICES FOR TASK NUMBERS 2.2-2.5 AS OUTLINED IN ITS EXECUTIVE TRANSITION MANAGEMENT PROJECT PROPOSAL DATED JUNE 30, 2011, AT A COST OF \$16,500 AND DIRECTS THAT THE PROPOSAL BE ACCEPTED.

Moved: Hess

Seconded: James

Carried: 7

7d. Pilot Program Finance Options

At the last board meeting, the motion developed to clarify what members of the pilot program will be expected to pay should the community upgrade not be approved by the membership was referred to the Finance committee for further review and recommendations.

MOTION: THE BOARD OF DIRECTORS DIRECTS THAT THE COST OF COMPONENTS INSTALLED IN PILOT HOMES AS PHASE II OF THE PILOT PROGRAM, WHICH ARE NOT SELECTED TO BE PART OF A COMMUNITY-WIDE UPGRADE, WILL BE SHARED BY THE MEMBERSHIP AS A WHOLE. BUT IF AN ALTERNATIVE COMPONENT IS APPROVED FOR THE COMMUNITY WIDE UPGRADE, THE PILOT PROGRAM PARTICIPANTS WILL BE RESPONSIBLE FOR THE LESS COSTLY OF THE FOLLOWING:

- 1) THE COMPONENT INSTALLED IN THE PILOT PROGRAM UNIT;
- 2) THE COMPONENT SELECTED FOR THE COMMUNITY WIDE UPGRADE.

Moved: Hess

Seconded: Morse

Carried 5-3
2 abstentions

7e. Contract for Construction Management Company for Phase 2 Construction on Pilot Project, (First Reading)

After considerable deliberation, item 7e was referred back to the Buildings Committee.

7f. Addition Maintenance Task Force Recommendations

BOARD CONSENSUS: ENCOURAGES THE TASK GROUP TO MEET WITH THE BUILDINGS COMMITTEE AND STAFF AND COME UP WITH AN ADDITIONS SURVEY PROGRAM. ADDITIONALLY, THE BOARD WILL REVIEW THE SURVEY GUIDELINES BEFORE SURVEYS ARE DONE.

7g. Key Job Responsibilities of Communications Coordinator

General Manager Overdurff announced that GHI hired Monica Johnson as the GHI's receptionist. She also said GHI recently created a new position, Special Assistant to the Management Office/Communications Coordinator, filled by Sheri Swaim. Sheri will be overseeing and updating the social media, as well as developing marketing campaigns and advertisements as directed by the Board.

7h. Marketing Report: Some months ago, a subcommittee of the board prepared an extensive marketing plan. An abbreviated version was developed and presented to the Board for consideration. Since it was apparent that additional discussion was desirable, the item was deferred and placed on this meeting's agenda. The Board took no action on the report.

7i. Marketing Opportunity: No volunteers are available to staff a table at the Public Schools Professional Educator Induction Program.

7j. Results of Communications Survey

MOTION: THE BOARD OF DIRECTORS CONCURS THAT THE COMMUNICATIONS TASK FORCE [COMMITTEE] CONTINUE TO PRODUCE BOTH THE *COMMUNICATOR* NEWSLETTER QUARTERLY, AND THE *GHI NEWS IN REVIEW* FULL PAGE AD UP TO TWICE MONTHLY; AND DIRECTS STAFF TO INCLUDE FUNDS IN THE 2012 BUDGET FOR THIS SCHEDULE OF PRINTING.

Moved: Hess

Seconded: Morse

Carried 7

7k. Bank Resolutions

MOTION: THE BOARD OF DIRECTORS ADOPTS THE NORTH STATE BANK CORPORATE RESOLUTION AS PRESENTED ON JULY 14, 2011, AND AUTHORIZES THE FOLLOWING INDIVIDUALS AS SIGNERS: TOKEY BOSWELL, PRESIDENT; CHARLES HESS, TREASURER; GRETCHEN OVERDURFF, GENERAL MANAGER; JOSEPH PERRY, DIRECTOR OF FINANCE; ELDON RALPH, ASSISTANT GENERAL MANAGER; JOAN KROB, DIRECTOR OF MEMBER SERVICES.

Moved: James

Seconded: Novinski

Carried 7

MOTION: THE BOARD OF DIRECTORS ADOPTS THE GREENBELT FEDERAL CREDIT UNION CORPORATE RESOLUTION AS PRESENTED ON

JULY 14, 2011, AND AUTHORIZES THE FOLLOWING INDIVIDUALS AS SIGNERS: TOKEY BOSWELL, PRESIDENT; CHARLES HESS, TREASURER; GRETCHEN OVERDURFF, GENERAL MANAGER; JOSEPH PERRY, DIRECTOR OF FINANCE; ELDON RALPH, ASSISTANT GENERAL MANAGER; JOAN KROB, DIRECTOR OF MEMBER SERVICES.

Moved: James

Seconded: Novinski

Carried: 6
1 abstention

Lafayette Investments holds GHI's investments, including an Advantage Money Market Account. Because of the change in officers, a new Corporate Resolution is required. All accounts held by Lafayette Investments are carried by First Clearing, LLC, member of the New York Stock Exchange/SIPC.

MOTION: THE BOARD OF DIRECTORS ADOPTS A CORPORATE RESOLUTION WITH LAFAYETTE INVESTMENTS, FOR THE ESTABLISHMENT AND MAINTENANCE OF TRADING ACCOUNTS AND AUTHORIZES THE FOLLOWING INDIVIDUALS AS SIGNERS: TOKEY BOSWELL, PRESIDENT; CHARLES HESS, TREASURER; GRETCHEN OVERDURFF, GENERAL MANAGER; JOSEPH PERRY, DIRECTOR OF FINANCE; ELDON RALPH, ASSISTANT GENERAL MANAGER; JOAN KROB, DIRECTOR OF MEMBER SERVICES.

Moved: Jones

Seconded: Novinski

Carried: 6
1 abstention

7. Items of Information

- a. Information about the possible consolidation of two playgrounds on Hillside Road by the city and cost implications was provided to the Board of Directors.
- b. Board training will occur July 25 at 7 p.m. in the board room.
- c. Board and Committee task lists and GHI and City activity calendars for July were updated.

8. President:

No remarks.

9. Manager:

Manager Overdurff reminded the Board of the July 19 meeting with Secretary Skinner to locate funds for the Pilot Project.

MOTION: TO ADJOURN

Moved: Hess

Seconded: Moore

Carried 7

The meeting adjourned at 9:35 p.m.

Ed James
Secretary