

Minutes  
GHI Board of Directors  
October 7, 2010

Present: James, Lewis, Agans, Novinski, Boswell, Wartell, McFadden, Morse

Others in Attendance:

Gretchen Overdurff, General Manager	Eldon Ralph, Assistant General Manager
Joan Krob, Director of Member Services	Joe Perry, Director of Finance
Tom Sporney, Staff Engineer	Dianne Wilkerson, Chair, Audit Committee
Chuck Hess, Audit Committee	Debbie Cooley, Audit Committee
Patty Muldowney, Recording Secretary	Brenda Lewis, Director of Human Resources
Henry Haslinger	John Wendel
Tom Moran	Midge Cruz
Mike Sanders	Penny Koines
Cindy Henneberger	Tom Jones
Cam McQueen, Companion Animal Committee	

President Agans called the meeting to order at 7:32 p.m.

1. Approval of Agenda

A few changes were made to the agenda. Items 6b and 6c were moved to the end of the agenda to become items 6n and 6o. Three items were then added to the agenda:

- 6k. Letter of support for NAHB.
- 6l. Replacement of a Board Member
- 6m. Safe Employee Reward Program
- 6n. 2010 Fall Concrete Sidewalk Contract – 1<sup>st</sup> Reading
- 6o. 9N Southway Boiler Room Renovation Contract – 1<sup>st</sup> Reading

**MOTION: TO APPROVE THE AGENDA AS REVISED.**

Moved: Wartell

Seconded: Lewis

Carried 7

2. Visitors and Members

Mr. Tom Moran spoke to the Board about the potential community upgrade. Mr. Moran expressed concerns about the program as well as complaints about the letter he received. Specifically, in his opinion, the letter was vague and misleading, inasmuch as it did not include anywhere near enough information for members to make an informed decision. He said the letter inferred that a cost analysis showing the benefits of the program had been done; to his knowledge, no such analysis has been undertaken. Mr. Moran then gave the Board his own cost analysis of the program, which yielded a cost figure of \$2200/year per member. Mr. Moran then estimated the annual savings on each member's heating bills, giving a figure of 50%, or \$500/year, resulting in a \$1700/year deficit for each member until the loan is paid off. Mr. Moran stressed that members would not support this program and that he would rather have his portion of the reserves back rather than support the program. President Agans thanked Mr. Moran for his input.

The Board then responded to Mr. Moran's concerns by sharing information about the report written by Ardently Green which proposed solutions and the benefits that those solutions would

provide. President Agans stated that the undertaking is not being entered into lightly and the Board is weighing all of its options and is looking for additional funding from federal grants and tax credits.

Director Lewis shared that the decisions made by the Board are for the good of the cooperative rather than for individual members. She pointed out that Mr. Moran has done a lot of work on his unit, resulting in unusually low heating bills; however, this program is not geared toward members like Mr. Moran. Director Lewis explained that the pilot program's goal is to complete a full analysis of cost and benefit. President Agans then encouraged Mr. Moran to address additional concerns to her. Mr. Moran stressed that the Board should come up with an experiment that works on paper before trying it in real life. The Board thanked Mr. Moran for sharing his concerns.

Mr. John Wendel shared that he is one of the members of the court that recently had an electrical fire. Mr. Wendel requested a copy of the blanket insurance policy held by GHI on behalf of all of the members of 61 court Ridge Road. He also requested daily notification of progress on their units. Mr. Wendel explained that the members of 61 court are like a family; none of the members will be satisfied until all of the members are happy with their units. He then stated that Matt Berres has been wonderful in terms of communication, but that the daily updates stopped on September 28. The members would like estimates of when they will be able to move back in, as well as updates after GHI staff has spoken with Pepco. He explained that the appliances in his home and other homes burst into flames because the ground shunt tripped. Mr. Wendel then offered to become the 61 court liaison, sharing communication between GHI staff and members of his court. Assistant General Manager Ralph explained that staff has been emailing each member, and that any member with concerns can email Matt Berres at any time. Mr. Ralph stated that the current mode of communication will be maintained, and that Mr. Wendel can share that information with members who do not email.

Mr. Ralph then shared an update on the progress of the work being done to restore 61 Ridge Road. He shared that the City of Greenbelt inspector will not allow members to return until they are satisfied that the units are habitable: the water and electricity must safely be restored, the units must be cleaned and rid of the residual smoke smell, and structural damage must be repaired. Mr. Wendel stated that the building code requires that wires be made of copper; the wires to 61 Ridge Road are aluminum. Mr. Ralph stated that the extent of the electrical damage would need to be assessed. Once the necessary repairs have been identified, a better estimate of time can be given. He explained that those units with the least amount of damage might be deemed habitable ahead of the others. Mr. Wendel stated that as one building, if one unit is unsafe, the entire building is unsafe. He is not willing to live in a construction zone. Mr. Ralph stressed that the decision will be made by the city inspector.

Mr. Ralph explained how the damage was incurred at 61 Ridge Road when, during a storm, a tree broke and damaged the electrical mast that resulted in the fire because the grounding connection to the building was not proper. Mr. Ralph shared that staff has decided to do a random survey of homes to observe the grounding connection. When the survey is complete, staff will decide whether this situation was an anomaly or whether additional steps need to be taken.

Mr. Wendel explained that Allstate has requested a copy of their liability policy. General Manager Overdurff stated that a certificate of insurance could be sent explaining the coverage that GHI has. She shared how the members can obtain a certificate of insurance. Mr. Wendel asked if the entire insurance policy could be digitized. Ms. Overdurff promised to look into that possibility; in the meantime, she welcomed Mr. Wendel to come into the office to look at the policy.

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:**

- ROBERT P. ANDERSON, SOLE OWNER
- REBECCA ANN HOOP, SOLE OWNER
- CHRISTOPHER R. BRADY, SOLE OWNER

Moved: James

Seconded: Lewis

Carried 7

**MOTION: APPROVE FOR THE BANKS TO HAVE THE ORIGINAL MUTUAL OWNERSHIP CONTRACT FOR THEIR RECORDS AT THE TIME THE FOLLOWING MEMBERS REFINANCE:**

- MARK D. COMMINS AND MONICA L. MISCHE
- BARBARA JACOBS

Moved: James

Seconded: Boswell

Carried 7

**FOR THE RECORD: BOARD POLL ON SEPTEMBER 28, 2010 ACCEPTED THE FOLLOWING PROSPECTIVE MEMBERS INTO THE COOPERATIVE AND MEMBERSHIP AFFORDED THEM AT THE TIME OF SETTLEMENT:**

- NANCY M. CORLEY, SOLE OWNER
- THOMAS J. MCBRIDE, SOLE OWNER
- ANNA L. BEDFORD, SOLE OWNER
- GREENBELT HOMES, INC., NON-CORPORATE DESIGNEE

4. Committee Reports

President Agans asked Board liaisons to committees to send any special requests to Director of Finance Perry by October 31 in preparation of the upcoming budget discussions.

Each Director shared a brief update from the committee to which they are Liaison:

- a. Finance: Director Lewis shared an update to the recommendation the committee made about repaying the tax rebate to members. The updated recommendation is that members be given the rebate as a credit toward their December 2010 coop payment. She explained that because GHI received the money in 2010, members should in turn receive the credit in 2010; it will be reported on members' 1040 in 2010. She then shared that she met with Mr. Perry and Mr. Hess to discuss member education on tax assessment changes in 2012. The committee will use the 2011 tax bill to determine which members will have the highest tax increase, which will stay the same, and which will have a lower tax rate. While this will not show the specific bill for 2012, it will give members an idea of the effect of the system imposed by the state. The committee plans to identify those members most negatively impacted and contact them in advance. Then a presentation will be given to the entire membership, after which members will be able to look up their exact change at one of six staffed tables. This proposal will be shared with the full Finance Committee and will return to the Board for approval. Throughout the process, the committee will stress the importance of the homestead tax application.
- b. ARC: Monthly meetings continue; there was nothing remarkable to report.
- c. Yard Line: Monthly meetings continue; there was nothing remarkable to report.
- d. Companion Animal: The disaster plan should be ready to present to the Board early in the new year.
- e. Communications: There was a very helpful webinar this afternoon from NCBA on social networking; Tom Jones, Christine Gyemfi, and Joanne Fournier (Communications) accessed

the webinar. The committee thought that GHI should have a spot on Google that will show its location on a map. Ms. Brenda Lewis explained that a business location can be claimed and Google Maps will show exactly where it is. There is a one-time cost of \$25 to do that, and then the map location is permanent. The *Communicator* will be delivered Halloween weekend. The committee will prioritize requests for inserts, as they have received many requests that can cost a good deal of money. It may be more effective to put a blurb in the *Communicator* suggesting that members go to the website for more information.

- f. Woodlands: Peter Blank gave a bird walk with 10-20 people in attendance. October will have a tree planting. The committee is looking into pocket parks in common areas; this could be worked into the 75<sup>th</sup> anniversary. They are still trying to identify a location.
- g. Buildings: There will be Buildings Committee items later on the agenda. Additionally, the committee will have a request for ARC: many members want to hold on to their old, leaky doors. The Buildings Committee will be looking for recommendations from ARC.
- h. MAC: The meeting for this week has been cancelled. The recap meeting for the Labor Day Festival is happening at the same time as this Board meeting. The community picnic was a huge success. The committee has been in discussion with publishers for its cookbook project; they have gotten quotes for good prices. Director Wartell is waiting on permits from the City for game tournaments; the committee is looking to select six Sundays in the spring of 2011 for game tournaments.
- i. Marketing: Despite terrible weather, the farmers market was a good success. There were some prospective buyers in attendance. The community-wide open house will be held this Sunday. Director Wartell asked the Board to submit corrections for the GHI brochure. In terms of the banner and logo cloth, the committee wanted to wait until the web address has been finalized before ordering. Finally, the committee is trying to work with the Bank of America's mortgage division to get a list of apartment owners to mail solicitation for GHI homes to potential buyers.
- j. WSSC Task Force: Staff is trying to arrange a meeting; WSSC gave staff two potential dates. Staff will determine if GHI's attorney and any Board members will be available to attend a meeting on either of the proposed dates.

#### 5. Consent Agenda

#### **MOTION: TO APPROVE THE CONSENT AGENDA.**

Moved: Boswell

Seconded: James

Carried 7

#### 6a. Approval of Minutes: August 5 & 19, 2010

#### **MOTION APPROVED BY CONSENT AGENDA: TO APPROVE THE MINUTES OF AUGUST 5 & 19, 2010.**

#### 6b. 2010 Fall Concrete Sidewalk Contract – 1<sup>st</sup> Reading

This item was moved to the end of the agenda and was changed to item number 6n.

#### 6c. 9N Southway Boiler Room Renovation Contract – 1<sup>st</sup> Reading

This item was moved to the end of the agenda and was changed to item number 6o.

#### 6d. Policy on Liability for Damages Due to Neglect

The Board discussed the wording of the fifth bullet in the negligence policy; there was a question about whether GDC should be mentioned in the policy. Mr. Sporney explained that while this policy refers to GHI structures, it is written for both GHI homes and GDC and covers both entities. He explained that

this is the best summary an insurance adjustor could read. A correction about mini-blind replacement in GDC apartments only was made to the policy before bringing it to the Board.

**MOTION: THE BOARD OF DIRECTORS DOES APPROVE THE REVISED GHI INSURANCE POLICY FOR GHI STRUCTURES AND RESPONSIBILITY FOR PAYMENT DEDUCTIBLE AS PRESENTED.**

Moved: Boswell

Seconded: Morse

Carried 7

6e. Pilot Program Update

Director Boswell gave a brief overview of the Buildings Committee's work on the pilot program for the members in attendance. He explained the need for the program, as well as the selection of the 28 pilot homes based on certain criteria. Because the Board had approved of the committee selecting 28 homes, the final list of participating homes will not need to be approved by the Board. Director Boswell will take the Board's edits for the letter to participating pilot homes and finalize it so that it may be sent.

Director Boswell then explained that staff and the Buildings Committee have been working with the National Association of Home Builders (NAHB) to develop a plan for the pilot project. Because they are receiving money from the Department of Energy, GHI does not have a financial agreement with NAHB. Rather, a Memorandum of Understanding (MOU) is being used as a working agreement between GHI and NAHB. Mr. Ralph stated that he had concerns about two paragraphs in the MOU relating to liability. After GHI's attorney changed the language, it was sent back to NAHB and approved on their end. Mr. Ralph then explained that the items in red show changes suggested by NAHB. The Board discussed whether the document addresses insurance requirements for NAHB; since they will be entering members' homes, they would need to have sufficient insurance coverage. A member in attendance suggested that liability needs to be specifically detailed in the document or else it may fall on all of the members. Mr. Ralph assured the Board and members that GHI's insurance broker and attorney reviewed the language and approved it. Director Boswell agreed to send the revised MOU to Board members; Board poll will be taken for its approval. The Board then discussed whether the MOU should be printed on GHI letterhead; it was decided that it should not be printed on letterhead because it is an agreement between two parties.

Director Boswell shared that there is a subgroup of the Buildings Committee working on monitoring protocol: what devices should be installed and where they should be installed. While this may come up at the next Board meeting, this was shared for the Board's information.

Director Boswell then moved the discussion to a letter of support for the NAHB Research Center. He explained that NAHB is requesting a letter of support from GHI to further their funding from the Department of Energy. Director Boswell and Mr. Ralph explained the financial contributions of GHI. The expected labor contribution from GHI is 180 hours at a rate of \$116/hour (a figure taken from salary.com). The second contribution from GHI is equivalent to NAHB renting units to do monitoring activities. The total GHI contribution has been established at \$87,106. Mr. Ralph stated that NAHB would provide the cost of measuring instruments, which will save GHI \$50,000.

**MOTION: THAT THE BOARD APPROVES A LETTER OF SUPPORT FOR THE NAHB RESEARCH CENTER TO FURTHER THEIR FUNDING FROM THE DEPARTMENT OF ENERGY.**

Moved: Lewis

Seconded: McFadden

Carried 7

The discussion then turned to member outreach regarding the pilot program. The Buildings Committee has not been effective at communicating what has been happening, what it will cost, and how it will be handled over time. Another committee subgroup has been formed to handle outreach. Director Boswell asked how much Board involvement or approval would be needed for committee outreach. He

explained that the subgroup plans to use ads and editorials in the *Greenbelt News Review*, handouts in the *Communicator*, posts on the GHI website and facebook page, and flyer distribution in the courts. In addition, some face-to-face meetings will be needed, and the committee is considering open houses in November and December. President Agans stated that the Board just needs to know the committee's general plan. Director Wartell stated that in his opinion, face-to-face communication is best; up to now most of the information shared has been written. He suggested talking to members in small focus groups. Director Lewis pointed out that Mr. Moran has attended almost all of the Buildings Committee meetings; he was more informed than most of the membership and still did not support the program. She stressed that some members simply won't agree with the program.

The Board discussed the possibility of compiling an email list for members who want information and updates on the upgrade. While not all members use email, it was pointed out that for those members who do; it is the quickest way to disseminate information. Ms. Cindy Henneberger introduced herself as a friend of the Buildings Committee and reporter for *Greenbelt News Review*; Ms. Henneberger also does freelance work for Greenbelt Patch. She suggested that the updates could also be made on Greenbelt Patch website. Ms. Henneberger shared her email address with the Board in case they needed further assistance from her. The Board also discussed holding town hall meetings and a full membership meeting; dates will need to be reserved at the community center for each. Director Boswell noted that there will be a cost associated with member outreach and he asked Board members to send ideas of other (less expensive) venues to Jim Cohen and himself.

President Agans requested that the Buildings Committee keep the Board informed of the timeline for information sharing. Director Boswell stated that changes to windows and doors should be made before the next heating season. Assuming the membership approves the pilot program, the timeline will be very tight.

6f. Buildings Committee Request for Joint Meeting with Finance

Director Boswell began the discussion by thanking the Buildings Committee, Finance Committee, and Assistant Manager Ralph for all of the work that they have done. He shared that the Finance Committee came up with some preliminary ideas for financing of the pilot project, but that it is now time for a more targeted question and answer series. The Buildings Committee would like to hold a joint meeting with Finance to discuss the cost of the proposed pilot program, how to pay for it, who will pay for it, and whether it can be made part of the community-wide upgrade financing. Questions also remain regarding the addition maintenance program in terms of the upgrade. A joint meeting was set for October 26 at 7:00; all Board members and GHI members are welcome to attend.

6g. Proposal for Restructuring Volunteer Opportunities

The Board discussed how to allow members to volunteer once or twice without requiring them to attend meetings regularly to increase volunteers within GHI. This was discussed at the Board's mini-retreat; Directors Wartell, Lewis, and Boswell agreed to figure out a way to restructure the volunteer system. Director Lewis shared that there is a basic need for a good database of potential volunteers that lists their interests, abilities, and expertise. This database would need to be maintained by staff. Director Lewis stated that there have been many times that staff time has been used inappropriately because of the current committee structure. The hope is that enough short-term volunteers could be found so that staff can do small tasks as needed only without needing to attend meetings. Director Wartell added that the volunteer database could also include members' families and friends; this would help committees to find enough volunteers for isolated volunteer events. Director Boswell suggested that the current committee structure would result in volunteer burnout; he suggested that it was time to try something new. President Agans stated that while there are some weaknesses in the proposal, the Board needs to figure out how to make the volunteer structure work for functions that the Board needs to carry out. She mentioned that a work session was suggested in the proposal and she supported that suggestion.

Director Wartell suggested that all functions be relegated on a task basis. Director Boswell pointed out that the impact on staff for developing a volunteer database would need to be explored.

Ms. Penny Koines pointed out three committees on the “chopping block”. She expressed understanding of disbanding the Member Activities Committee for now because they work on isolated events. However, Ms. Koines expressed her disapproval for the disbanding of the Companion Animal Committee. In her opinion, that committee does ongoing work and provides expertise to the Board without a focus on isolated events. President Agans stated that while she does not disagree, the Board would need to figure out how to continue the functions of the committee without focusing on those functions that are of less function to the Board’s mission. Director Lewis read from the committee’s mission statement: the Companion Animal Committee helps with member complaints having to do with animals. Director Lewis stated that there are many subjects about which complaints are received without a special committee to deal with those topics. She stated that the committee could be relabeled a “task force” and asked how that would differ from what the committee is currently doing. Ms. Koines stated that the Companion Animal Committee was started as a subcommittee because of a need for expertise in humane law. The subcommittee planned only to review current companion animal rules; because of the great deal of interest, the committee was established. The committee is not interested in reverting to a task force or subcommittee.

Director Lewis stated that this discussion shows the need for a detailed work session in which every committee can be recognized and the impact on staff can be explored. The Board should also look into what is being done by each committee and how those tasks fit into the mission and budget of GHI.

Ms. Cam McQueen explained that this discussion has been had before. She further stated that the Companion Animal Committee has been recognized for its work by the Greenbelt Police Department and has been awarded a Metro Washington Award. Ms. McQueen explained that the committee is proud of the hard work they have done; they do not experience the volunteer burnout that the Board had mentioned. She explained that the committee’s task, educating the membership, does not go away; they are a steady committee. Further, Ms. McQueen stated that the committee is a great marketing tool for GHI, as they are the only animal committee for a housing association in the country. Ms. Debbie Cooley added that the committee members attend pet expos year-round. At these expos, people learn about GHI through the committee’s presence.

President Agans stated the need to schedule a work session and expressed a desire to speak with Companion Animal Committee members regarding how to make the Board’s and committee members’ ideas work together.

Director James stated that he has seen the task force approach fail in some of the larger organizations for which he has worked. He explained that once you build a group and tear it apart, you couldn’t get the group back. He then reminded the Board that when they tried to reorganize committees and reduce the number a few years ago, two new committees were started.

Director Lewis explained that the Board is not looking to tear anything apart. Rather, they are looking at restructuring committees because of a lack of volunteers. She stressed that tasks would not be downgraded. President Agans stopped discussion to set a date for a work session on committee restructuring. The session was set for October 25 at 7:00 p.m. All committee chairs are to be invited and the session will be advertised.

Ms. Midge Cruz pointed out that when the committee brochure was revised a few years ago, the Companion Animal Committee was never added.

6h. Floating Holiday Policy

At a previous Board Meeting, the subject of a floating holiday was discussed. The original motion shared with the Board at that meeting indicated that the floating holiday was initially approved in lieu of giving employees Inauguration Day off with pay. This could be interpreted to mean that the floating holiday would be offered once every four years.

Staff has since researched the issue and provided the Board with additional information. On March 8, 2001 there was Board consensus to grant employees a floating holiday each year in lieu of inauguration day. At its meeting on April 12, 2001 the Board approved updates to the GHI Employee Handbook and approved of a floating holiday to replace inauguration day holiday. As a result, from 2001 to date, a floating holiday has been listed as the eleventh GHI holiday.

The Board entered into a brief discussion and took no further action on this matter. The Board was assured that supervisors would not allow all employees to take the floating holiday on the same day to insure that operations would not be jeopardized.

6i. Marketing Request for Raffle

Director Wartell stated that this type of raffle has worked well in previous places he has worked. He explained that if a member refers a new member, who then follows through with a sale, the original member's name would be entered into a raffle. Director Wartell suggested a prize with a substantial impact, perhaps a \$100 gift certificate. The raffle could be held once or twice per year.

Director Morse suggested that \$100 cash is a more attractive prize than \$100 gift certificate. He then suggested the possibility of increasing the incentive because of the down market. The Board discussed the high percentage of new members that are referred by existing members. Director Boswell suggested holding the raffle quarterly.

Director Lewis expressed that it must be clear that the potential sale must result in a contract. Additionally, she pointed out that if three people refer the same person, all three could be entered into the raffle. The Board then discussed the suggestion of cash versus a gift certificate to the coop grocery store. While cash is universal, a gift certificate would ensure that the money stays within Greenbelt while supporting another coop. It was decided that this program would run as a trial for a year.

**MOTION: THE BOARD OF DIRECTORS ENDORSES A CAMPAIGN TO ATTRACT NEW MEMBERS AND APPROVES OF HOLDING A RAFFLE FOUR TIMES A YEAR IN WHICH A \$100 CERTIFICATE TO THE COOP SUPERMARKET WILL BE AWARDED.**

Moved: Novinski

Seconded: McFadden

Carried 7

Director Boswell stated that this policy needs to be communicated to the membership. Ms. Overdurff asked if the money for the raffle would be considered a committee expense or part of the Marketing Committee's budget; she stated that the Marketing Committee is already over budget. Ms. Overdurff then suggested submitting a budget request for raffle funds on behalf of the Marketing Committee and begin the program in 2011.

6j. Schedule 2011 Annual Meeting

The Board discussed having the 2011 annual meeting on either Wednesday, May 18 or Thursday, May 19. Director Boswell requested that the meeting be held on Wednesday, May 18 because he will be out of town that Thursday and Friday.

**CONSENSUS: THE 2011 ANNUAL MEETING WILL BE HELD ON WEDNESDAY, MAY 18, 2011 WITH THE ELECTION CONTINUING ON THURSDAY, MAY 19, 2011.**

6k. Letter of Support for NAHB

This item was addressed under item 6e, Pilot Program Update.

6l. Replacement of a Board Member

President Agans stated that Director Ed Hickey has resigned; the Board now needs to replace its ninth member. The Board will need to advertise for two weeks to solicit names of candidates for the Board. The next issue of the *News Review* will come out next Friday; an ad will be sent Tuesday and will run in the October 14 and October 21 issues, and will be advertised on Greenbelt Patch and Greenbelters. There will be a nomination deadline of November 1. An election will be held at the November 4 Board meeting. The election will take place in open session, but will be a secret ballot.

6m. Safe Employee Reward Program

In the past, when GHI employees go more than 500 days without an accident, a floating holiday has been awarded to employees. This could be given as an extra day off to use between now and the end of the year. However, Ms. Overdurff explained, if the short period would create a hardship for members, it could be extended past the end of the year.

**MOTION: THE BOARD GRANTS A FLOATING HOLIDAY TO ALL EMPLOYEES BY VIRTUE OF THEIR WONDERFUL SAFETY PERFORMANCE TO BE TAKEN BETWEEN NOW AND APRIL 1, 2011.**

Moved: Lewis

Seconded: James

Carried 7

6n. 2010 Fall Concrete Sidewalk Contract – 1<sup>st</sup> Reading

Mr. Sporney clarified the information in the Board packet. The bids sought included the price for paving the sidewalk on the gardenside of 29 Ridge Road, as well as a few pieces of sidewalk at the Parkway apartments. The motion below does not include the cost of those sidewalks, as the Board is only voting on the cost incurred by GHI. (The small piece of sidewalk by the Parkway apartments did not need Board approval because its cost is less than \$7500.)

**MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH CPE, INC., FOR THE FALL REPAIRS OF CONCRETE SIDEWALKS AT 22 GHI SITES AT ITS BID, \$8,166.00, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$8,983.**

Moved: Boswell

Seconded: Lewis

Carried 7

6o. 9N Southway Boiler Room Renovation Contract – 1<sup>st</sup> Reading

Mr. Sporney summarized the history of the boiler room renovation for the Board. Mr. Sporney explained that there are five boiler rooms unclaimed by members; the one at 9N Southway cannot be expanded to living space and will be converted to a storage area. He explained that the intention is to divide the space into quadrants and offered to members to rent for storage. ARC and Mr. Sporney have done member surveys asking what they would be willing to pay to rent such a space (around \$90); based on that, a payback period of 7 years was shown with a cost of \$30,000 (the amount budgeted for this renovation). The low bid came in at \$18,385.

**MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH GOTT CUSTOM CONTRACTING, INC., FOR THE CONVERSION OF THE BOILER ROOM AT 9N SOUTHWAY TO STORAGE AT ITS BID, \$18,385, PLUS 15% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$21,143.**

Moved: Morse

Seconded: McFadden

Carried 7

7. Items of Information

President Agans and Director Lewis will accept the coop month proclamation on October 11.

A meeting about the bus route restructuring will take place on October 12 at 7:00 p.m. While WMATA has already approved their changes for Greenbelt, Larry Glick will attend the meeting to represent WMATA.

The Board discussed the GHI calendar. Leaf bag giveaway will take place every Saturday in November at the Parkway garage as well as at the administration building during business hours.

8. President

President Agans shared thanks from Ms. Joan Krob, Ms. Kris White, Ms. Anne Marie Saucier, and Mr. Tom Jones for the shirts given to them for outstanding contributions. She apologized for not recognizing the Board members at the community picnic. Ms. Agans also shared a letter of thanks from the Greenbelt Arts Center for GHI's \$500 donation toward their restroom renovation project.

President Agans stated that the Board had talked about having a training session with a parliamentarian. She suggested that instead of that training, the Board might need training on diversity or inclusiveness. She shared that Cynthia Newcomer has offered to help with this training, but that she needs to know what to look for. The Board expressed a need for training on communicating to diverse audiences.

President Agans then expressed thanks to all of the Board members for the work they have done over the past year. She expressed appreciation to everyone for working together on tough topics and making hard decisions.

9. Board Members

Director Wartell asked what he should be doing if there is no Member Activities Committee for him to report on. President Agans stated that the committee could go on hiatus until after the work session because there are no upcoming events.

Director Boswell pointed out that there were several comments at tonight's meeting regarding GHI communication to members. He stated that the Board needs to be clear about how to communicate the decisions that are made. The Board also needs to get a sense of how members communicate (email, website, facebook, phone), how to communicate with deaf and hard of hearing members, and how to reach out to members who are not in the Board's inner circle.

Director Lewis expressed thanks to Ms. Krob and Director Wartell for their work on the picnic. She then shared that the coop month group held a booth at Sunday's farmers market and experienced a good turnout. Lewis continued to summarize upcoming activities planned by the co-op month group. Lewis also shared that Beltway Plaza representatives will present their conceptual plan for residential units; they are looking at cooperative units, condos, apartment rentals, and some age-restricted units. That plan would spread coops to Greenbelt West and Director Lewis said she approached Beltway Plaza about the possibility of GDC managing any coops that they may build.

Director Novinski shared that she enjoyed the picnic a great deal. She also complimented the Companion Animal Committee for their energy and enthusiasm.

Director McFadden shared that she has witnessed most of the Companion Animal Committee meetings; she stressed that the committee is not simply a social club. She stated that she is looking forward to speaking more about this at the work session.

Director Morse expressed his thanks to Director Ed Hickey and assured that he will be missed. He then shared an anecdote of a downed tree in his court a few years ago. Director Morse also stated that he enjoyed the picnic, as it was a nice opportunity to catch up with people he hasn't seen in a long time.

Audit Committee Member Hess stated that he must have missed a great picnic.

Ms. Brenda Lewis shared that the City of Greenbelt and GHI will have their annual health fair on October 19. There will be flu shots and pneumonia shots for a small fee and free blood pressure testing. The health fair will be held from 10-2 at the Community Center; employees and Board members are encouraged to attend.

#### 10. Manager

Ms. Overdurff thanked the Board for the additional floating holiday and assured them that the employees will be appreciative. She shared that GHI settled on 1C Northway; they are now in need of volunteers to sit in the home during the community-wide open house.

Ms. Overdurff then shared that she attended the Governor's Housing Conference in Baltimore on Tuesday. Although she got some good information, she was disappointed that there was not much information pertaining to coops. Ms. Overdurff shared that Maryland will receive \$40 million in aid for homeowners in trouble, but that there is not yet specific criteria. She plans to contact Representative Hoyer's office to see what can be done related to coops.

President Agans opened the floor to the remaining members in attendance. Ms. Cam McQueen asked if the Board had considered hiring a volunteer coordinator. Mr. Tom Jones shared that some of the information from the Webinar will be useful for GHI and its new website. He also shared that he is hoping the Web Team will have information for the Board regarding a bid.

#### **MOTION: TO ADJOURN.**

Moved: Morse

Seconded: Wartell

Carried 7

The meeting adjourned at 10:18 p.m.

Ed James  
Secretary