

Minutes  
**GHI BOARD OF DIRECTORS**  
September 22, 2011

Present: Boswell, Hess, James, Jones, McFadden, Novinski, and Wartell

Excused Absence: Moore, Morse

Others in Attendance:

General Manager Gretchen Overdurff

Eldon Ralph, Asst. General Manager

Matt Barres, Maintenance Manager

Joan Krob, Dir. of Member Services.

Brenda Lewis, Director/Human Resources

Sylvia Obrien

Karen Seaton

Dianne Wilkerson, Audit Committee Chair

Bill Edwards, Audit Committee

Henry Haslinger

Linda Lacey

CJ Thomas

Tom Sporney, Staff Engineer

Debbie Cooley, Audit Committee

Altoria Ross, Recording Secretary

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

1. Approval of Agenda.

The following items were added to the agenda: 6l. *Falcon Engineering Bill*, 6m. *Real Estate Assessments Meeting Follow-up*, 6n. *Media Policy Discussion*, and 6o. *Mini-Retreat Date*.

**MOTION: TO APPROVE AGENDA, AMENDED.**

Moved: James

Seconded: Hess

Carried 7

2. Visitors and Members

President Boswell welcomed visitors and members.

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:**

- **BENAJAMIN ANDERSON, ERIN WENGER, TENANTS BY THE ENTIRETY**
- **PAMELA T. THOMAS, SOLE OWNER**

Moved: James

Seconded: Hess

Carried 7

**MOTION: THAT THE BOARD OF DIRECTORS APPROVES THE FOLLOWING MUTUAL OWNERSHIP CONTRACT CHANGE:**

- **KIRSTIN A. GULLING CHANGED TO KIRSTIN A. GULLING AND CLARA MARTONE-BOYCE, JOINT TENANTS WITH RIGHTS OF SURVIVORSHIP**

Moved: James

Seconded: Hess

Carried 7

4. Committee Reports

- Additions Maintenance Task Force – Director McFadden said the task force met last Wednesday.
- ARC - Director Novinski said the committee continues to meet the second Wednesday of each month.
- Buildings Committee – President Boswell noted that the Buildings Committee is holding an outreach with pilot members on Saturday at 2 p.m.
- Bylaws Committee – Director Novinski said the next meeting is October 17.
- Companion Animal Committee - Director Wartell said the committee wants to start a pilot program to test signage that would remind people to pick up pet feces. The committee is also putting together a packet of animal related materials for inclusion in the new member welcome bags. In addition, Chair Kris White attended a webinar that coincided with the disaster plan she presented at the last board meeting. In addition, the committee is working on a survey in conjunction with disaster preparedness. In conclusion, Wartell said the CAC would be making greater use of the GHI website to post appropriate information.
- Finance Committee – Director Hess said at the last meeting the committee discussed the 2012 budget and solar energy for the administration building.
- Woodlands Committee – Director James said the committee is planning a walk through the woods on October 22 from 10 a.m.-1 p.m. The next meeting will be Oct 19, and the committee is hoping to have a soil scientist as the speaker. In November, the committee is planning woods clean up around 1 Court Woodland Way.
- Yard Line Committee – Director Novinski said the yard line committee appears on today's agenda.

5. Consent Agenda

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

Moved: Hess

Seconded: James

Carried 6

Abstained: Hess

6a. Approval of Minutes, August 18, 2011

**APPROVED BY CONSENT AGENDA: GHI BOARD MEETING MINUTES, AUGUST 18, 2011.**

6b. General Manager Transition Activities Update

General Manager Gretchen Overdurff said Lisa Burford-Hardmon of Transitions Guides wants to meet with the Board. She suggested that this meeting take place in the new year.

**MOTION: THAT GHI HOLDS A FORMAL RECEPTION FOR GRETCHEN ON DECEMBER 11 AT THE GREENBELT MARRIOT AND A HELLO/GOOD-BYE RECEPTION IN THE GHI BOARD ROOM ON THURSDAY, DECEMBER 29. GHI WILL SELL TICKETS TO THE FIRST EVENT AT \$20 EACH; THERE WILL BE NO CHARGE TO MEMBERS ATTENDING THE SECOND EVENT. THE GHI BOARD AUTHORIZES AN EXPENDURE UP TO \$6,000 TO COVER THE COST OF THESE TWO EVENTS.**

Moved: Hess

Seconded: Jones

Carried 7

6c. Review of Co-op Principles

The Board reviewed the Rochdale Principles, which are the guidelines adopted for use by cooperative businesses worldwide. The seven principles govern cooperative business operations.

6d. Storm Recovery Update

Assistant General Manager Eldon Ralph said the aftermath of Hurricane Irene was a difficult situation. Initially, he said members at 20 A/B Hillside were without power for several days. He commended Tom Sporney and Matt Barres for their excellent job in coordinating the response for repairs and restoration of power. Inclement weather, however, has delayed progress to the damage at 46 Ridge Road.

6e. Member Picnic Update

President Boswell said he would recognize a volunteer from each committee for outstanding service at the community picnic. Director Wartell solicited a photographer for the event; Boswell suggested announcing the need on the website.

6f. Yard Line Certification: 35B-E, and 37 Ridge Road

**MOTION: THE BOARD OF DIRECTORS DIRECTS THE YARD LINE COMMITTEE TO REDRAW THE PLATS FOR 35B, C, D, AND E WITHOUT THE COMMON WALKWAY ON THE GARDENSIDE AND WITH THE YARDS LINES AT THE POINT WHERE THEIR UNITS MEET.**

Moved: Jones

Seconded: McFadden

Carried 6-1

Opposed: Boswell.

**MOTION: THE BOARD OF DIRECTORS DOES APPROVE YARD PLATS FOR, 35A, H-L, AND 37 RIDGE AS PRESENTED.**

Moved: Jones

Seconded: Hess

Carried 7

6g. Proposed 2012 Operating Budget Preliminary Review

On review of the 2010 budget, a \$388,000 surplus was discovered. The Board decided how the funds would be spent below.

**MOTION: THE BOARD OF DIRECTORS APPROVES THE FOLLOWING ALLOCATION OF YEAR-END EXCESS REVENUE OVER EXPENSES AND OTHER UNALLOCATED FUNDS: \$28,805 TO THE CONTINGENCY FUND (\$15,899 – FRAME, \$9,337 – MASONRY, \$3,569 – LARGER HOMES); \$7,500 TO TRANSITION GUIDES FOR SUPPORT/COACHING OF THE GENERAL MANAGER. THE BALANCE OF \$352,587 IS TO BE PLACED IN THE REPLACEMENT RESERVES.**

Moved: Hess

Seconded: Wartell

Carried 7

**CONSENSUS: THAT 3 PERCENT STAFF INCREASE IS BUILT INTO THE 2012 BUDGET.**

6h. UM Shuttle Bus Funding for Non-University-Affiliated Residents

**MOTION: THAT THE UM SHUTTLE BUS FUNDING FOR NON-UNIVERSITY-AFFILIATED RESIDENTS BE REMOVED FROM THE AGENDA.**

Moved: Hess:

Seconded: James

Carried 7

6i. 401-K Plan – Provider Change to AUL

**MOTION: THE BOARD OF DIRECTORS DIRECTS THE MANAGER TO CHANGE ITS 401K RETIREMENT PLAN PROVIDER FROM FIDELITY INVESTMENTS TO AMERICAN UNITED LIFE INSURANCE COMPANY (AUL), A ONEAMERICA COMPANY, EFFECTIVE NOVEMBER 15, 2011, AND TO MOVE THE RETIREMENT FUNDS AND RECORD KEEPING RESPONSIBILITIES FROM FIDELITY TO AUL.**

Moved: Jones

Seconded: Hess

Carried 7

6j. Contribution Requests

**MOTION: THE BOARD OF DIRECTORS APPROVES OF CONTRIBUTIONS TO: THE CITY OF GREENBELT EMERGENCY**

**RELIEF FUND, \$1200; NORTH AMERICAN STUDENTS OF COOPERATION LOW INCOME SCHOLARSHIP FUND (NASCO), \$200; LABOR DAY FESTIVAL, \$300; GREENBELT ARTS CENTER, \$100; AND THE GREENBELT VOLUNTEER FIRE DEPARTMENT, \$100.**

Moved: Novinski

Seconded: Jones

Carried 7

6k. 2011 Addition Roof Replacement Contract, 1<sup>st</sup> Reading

Roofs of seven additions on the addition maintenance program need repair. Eleven contractors were contacted to bid and six contractors responded with pricing: Greenbelt Builders bid \$7,425.00; Harry & Sons Contracting, Inc. bid \$8,700; Crowley Construction \$9,485; RRH Associates, LLC \$8,920; Capital Roofing, Inc. \$13,095; and Hearn Insulation Co. \$7,590.83. Low bidder, Greenbelt Builders has done work on other contracts in GHI and has performed well. Staff recommends that the Board of Directors endorse Greenbelt Builders to repair the roofs of 7 additions for its bid, plus an additional ten per cent to cover contingencies.

**MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO ENTER INTO A CONTRACT WITH GREENBELT BUILDERS FOR THE REPAIR OF ADDITION ROOFS AT 7 HOMES AT ITS BID FOR \$7,425, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$8,168.**

Moved: Hess

Seconded: Novinski

Carried 7

6l. Payment for Additional Services Provided by the Falcon Group

During the course of the work contracted to Falcon Engineering in conjunction with the pilot program, the group provided additional services because of unforeseen changes in scope during the planning and design stages. The changes caused a \$4,158.50 over-run for which the Falcon Group is requesting reimbursement.

**MOTION: THE BOARD OF DIRECTORS DOES AUTHORIZE THE MANAGER TO INCREASE THE AMOUNT OF THE CONTRACT WITH THE FALCON GROUP FROM \$14,944 TO \$19,102.50 TO COVER ADDITIONAL SERVICES THAT WERE PROVIDED BY HE FALCON GROUP BEYOND THE ORIGINAL CONTRACT SCOPE.**

Moved: Hess

Seconded: McFadden

Carried 7

6m. Real Estate Assessments Meeting Follow-up

President Boswell suggested a summary about the real estate assessment meeting with Mr. Monks be placed in the next issue of *News in Review* and on the website. It was suggested that the forms for appeals be available in the lobby.

6n. Media Policy

The Board discussed the current media policy and will send it to the Communications Committee for review.

6o. Mini-Retreat

The mini-retreat has been tentatively scheduled for January 22, 2012.

7. Items of Information:

- Co-op Month Booth at Greenbelt Farmers' Market – Greenbelt Cooperatives' Alliance will be celebrating Co-op Month by hosting a booth at the Greenbelt Farmers' Market on Sunday, October 2, from 10 a.m. to 2 p.m. Directors Novinski and James, and Audit Committee Bill Edwards volunteered to represent GHI, handing out information and helping staff the booth in general City Council will read the proclamation for Co-op Month at 8 p.m. on September 26. Directors Novinski, James and Hess will attend.
- NCBA Annual Meeting and Conference – The National Cooperative Business Association is holding its annual meeting and conference this year in Minneapolis, Minnesota, October 4-7.

8. President

President Boswell is in the process of visiting the various committee sessions.

9. Board Members

- Director Novinski announced that leaf bags distribution would take place at 2 Court Gardenway on October 22, November 5 and November 19 from 9 a.m.-1 p.m.
- Director Wartell asked that persons willing to help set up the picnic on Sunday, October 9 to contact Member Services Office.
- Director James noted that GHI would sponsor a Meet the Candidates Night on Tuesday, October 25 at 7:30 p.m., tentatively in the city council chambers. President Boswell volunteered to be moderator, introducing the candidates and asking them questions.
- Director Hess noted the need to keep the board room wall calendars in proper order by month.
- Audit Committee member Bill Edwards mentioned that several GHI court signs are loose in the ground.
- HR Director Brenda Lewis noted GHI's role in the forthcoming health fair at the on October 27 at the Community Center.
- Finance Director Joe Perry suggested Board members email a request for direct deposit rather than having him distribute paper checks.

10. Manager

General Manager Overdurff noted she would use discretion as to what to post on the website for upcoming Board meetings.

**MOTION: TO ADJOURN**

Moved: Hess

Seconded: McFadden

Carried 7

The meeting adjourned at 9:21 p.m.

Ed James

Secretary