

**Executive Committee Minutes
July 7, 2018 at 10:30 am**

Members Present: Mike Leonard, Namrata Carolan, JoAnn Colton, Pam Spence

Guests: Heather Lee, Julie Sinkovitz

Item	Discussion	Action Items / Board Action in Bold
Meeting started at 10:30 am		
Discussion on office organization	Discussed what we've learned about the office procedures. Decided the Secretary should be responsible for changing passwords. At least one EC member should have keys to the locked file cabinets. Want to be sure our backup process is working as expected and that checks and balances are in place. Pam is visiting the office Friday, July 13th to discuss with Office Manager.	
Office tasks and responsibilities	We need an organization chart of who is responsible for particular tasks. The goal is to ensure nothing is slipping through the cracks and that office staff are all aware of outstanding issues, etc. Office staff provided us with a January 2015 document of office structure and accountability which will help with this task. Mike and Namoo will meet with Michelle to discuss tasks.	
Signature cards	Question regarding if signature card changes are complete. Pam will check with Michelle on July 13th.	
Bylaw appendix (Heather and Julie joined meeting)	Discussed this topic again and decided this is not a bylaw but belongs in the Rules and Regulations guide. Also need the fee structure added to R&R guide. Sending to R&R to review	
Board meeting agenda and minutes	The President should review the agenda prior to the Board packet being distributed. The process for minutes is minutes first go to the EC for changes/updates and after those changes are made are sent to entire Board as a draft.	
Process for adding new rules to R&R document	Our Rules and Regulation guide has not been updated with additions/changes for several years. Heather is going through several years worth of minutes to see when a new Rule and/or Regulation was added and will add it to the	

	R&R guide.	
Yearly calendar	Office staff explained they will be creating a yearly calendar to be displayed in the LLPOA Office that will list all key dates such as when the goose round-up permit is due, all Committee meetings, etc.	
Meeting adjourned at 12:00 pm		