

**Sunscape Estates RV Park Cooperative
Administrative Support Committee
Unapproved Meeting Minutes for Regular Meeting March 21, 2017**

Call to Order and Welcome: Guests-Helen Custer

Roll call: Chair Keith Cornish, Vice chair Mike Fields, Norm Voelpel, **absent**, GH Sublet, **absent** Carol Thornton, Brad Miller, Ken Baker, **absent**, Harold McFarland, BOD Liaison Bill Gernon.

Previous Minutes:

Motion 18 -16/17: Moved by Harold McFarland Second by Mike Fields that the minutes of the February 21, 2017 Regular meeting and the March 1, 2017 Special meeting be adopted. Carried. Unanimously

Old Business:

1. ARF1226 – Meetings Management policy

Outcome: **Motion 19 -16/17:** Moved by Mike Fields and Second by Harold McFarland to recommend Draft #3 of the Meeting Management policy to the Management Team. Carried unanimously

2. ARF 1230 – Request for BOD policy for Election campaigning practices

Outcome: **Motion 20 -16/17:** Moved by Harold McFarland and Second by Mike Fields to forward the Election Campaigning Practices Draft #3 to the Management Team. Carried unanimously

3. BOD Handbook update and condensed form - Mike

Outcome: Board of Directors Handbook to remain in it's original form and that BOD members make their own individual 'working' books.

BOD Liaison:

1. Discussion regarding "Sunscape" Face Book Page -

Outcome: Bill Gernon provided information that a disclaimer should be added to the Face Book page titled "Sunscape". Bill indicated he would present this issue to the entire Board of Directors.

New Business:

1. Election of officers

Outcome: **Motion 22 -16/17:** Moved by Harold McFarland second by Brad Miller that Keith Cornish be nominated as Chair. Carried.

Motion 23 -16/17: Moved by Harold McFarland second by Brad Miller that Mike Fields be nominated as Vice Chair. Carried

Motion 24 -16/17: Moved by Carol Thornton second by Harold McFarland that Brad Miller be nominated as Secretary. Carried

2. Resignation from committee - GH Sublet

Outcome: **Motion 21 -16/17:** Moved by Harold McFarland second by Mike Fields that the committee accept the resignation of GH Sublet with regret. Carried unanimously.

3. Loan Procurement bylaw development for member vote

Outcome: BOD assignment for the fall of 2017

Adjournment: Declared by Chair at 11:50 am

Announcements: Next regular meetings: November 21, 2017, December 19,2017, January 16, 2018, February 20, 2018, March 20, 2018