

**Sunscape Estates RV Park Cooperative
Administrative Support Committee
Special Meeting Minutes March 1, 2017**

Call to Order and Welcome: Guests-Albert Conley, Helen Custer

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

Old Business:

1. ARF 1225 - “Guidelines for committee” document

Outcome: *Motion 16-16/17*: Moved by Mike Fields Second by Harold McFarland that the “Guidelines for committee” document Draft # 2 be recommended to the Management Team. Carried.

2. ARF1226 – Meetings Management policy

Outcome: Tabled

BOD Liaison:

1. BOD Amendment to bylaws regarding BOD meetings.

Outcome: Committee discussion with suggestions.

New Business:

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

Outcome: Tabled.

2. BOD Handbook update and condensed form

Outcome: Tabled.

3. ARF 1234 - Request Procedures Policy updated

Outcome: *Motion 17-16/17*: Moved by Ken Baker Second by Harold McFarland that the “Policy Procedure” document be recommended to the Management Team. Carried.

Adjournment: Declared by Chair at 11:55 am.

Announcements: Next regular meetings: March 21, 2017