

**MINUTES  
BOARD OPERATIONS COMMITTEE  
HELD: JUNE 30, 2014**

Approved: August 4, 2014

The regular meeting of the Board Operations Committee was held on Monday, June 30, 2014, at the Columbia Association Building. Present were BOC members Russ Swatek, Nancy McCord, and Gregg Schwind. Andrew Stack and Alan Klein were absent. Also present were President/CEO Milton Matthews; Chief Staff Liaison Susan Krabbe; General Counsel Sheri Fanaroff; and Governance Chief of Staff Rob Goldman. Reginald Avery joined the meeting via conference call at 7:26 p.m.

1. **Call to Order:** The meeting was called to order at 7:03 p.m. by Russ Swatek.
2. **Announcement of Closed/Special Meetings Held/To Be Held:** None.
3. **Approval of the Agenda:** Gregg Schwind moved to approve the Agenda; Nancy McCord seconded. The BOC voted unanimously to approve the Agenda.
4. **Approval of the Minutes:** As no one present was at that meeting on June 2, 2014 the Approval of the Minutes was tabled to the next BOC meeting.
5. **Resident Speakout:** Ed Coleman, Long Reach, spoke about meeting agendas.
6. **Approval of the Agendas for the July 10, 2014 and July 24, 2014 Board Meetings:** Russ Swatek presented a list of possible agenda for the upcoming Board of Directors meetings. Items included Inner Arbor/Symphony Woods; Study of membership rates; 50<sup>th</sup> Birthday; Full compensation study; Staff assessment of the covenant enforcement question; Status re online memberships; Haven on the Lake update; Spectrum NG status update; Inner Arbor Representatives updates; Advisory Committee Oversight; Guidelines for closing a meeting; Amendment to CA Charter and By-laws; and CA Ethics Policies.

**Action:** The BOC voted unanimously to make a recommendation to the Board of Directors to create a sub-committee of the Board with staff assistance to review the existing charter and by-laws for possible amendments.

**Action:** Gregg Schwind moved to approve the agenda for the July 10, 2014 meeting as amended. Nancy McCord seconded. The BOC voted unanimously to approve the amended agenda for the July 10, 2014 Board of Directors meeting.

**Action:** Gregg Schwind moved to approve the agenda for the July 24, 2014 Board of Directors meeting. Nancy McCord seconded. The BOC voted unanimously to approve the amended agenda for the July 24, 2014 Board of Directors meeting.

7. **Administrative Items Arising from the BOC Job Description:**

(a) **Discuss Board Self-Evaluation Process:** Discussion centered on self-evaluation processes used in the past and what the Board would do with the self-evaluation information in the future. The BOC agreed to table this to the August BOC meeting.

(b) **Process for Handling Information Request from Board Members:** President Milton Matthews suggested that a process be put in place so that requests for information from Board Members come from the Board as a whole rather than by individuals. Discussion also focused on whether the requests could be committee-based rather than Board-based.

Mr. Matthews agreed to provide some options on how requests for information could be made. The BOC agreed to discuss this further at the August 4 BOC meeting.

(c) The BOC discussed moving the start time of the BOC meetings from 7:00 p.m. to 7:30 p.m.

**Action:** Nancy McCord moved to change the start time of the BOC meetings from 7:00 p.m. to 7:30 p.m. Gregg Schwind seconded. The BOC unanimously approved moving the start times of their meetings to 7:30 p.m.

8. **Tracking Form:** The tracking form was reviewed.

9. **Talking Points:** Presented by Alison Mathieson

10. **Adjournment:** The BOC meeting adjourned at 9:12 p.m.

Respectfully submitted,

Alison Mathieson  
Recording Secretary