



**OPEN MEETING**

**REGULAR MEETING OF THE BOARD OF DIRECTORS OF  
THE GOLDEN RAIN FOUNDATION OF LAGUNA WOODS  
A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION**

**Tuesday, June 5, 2018 - 9:30 A.M.  
Laguna Woods Village Community Center Board Room 24351 El Toro Road**

**NOTICE AND AGENDA**

- 1. Call Meeting to Order / Establish Quorum—Thomas Sirkel, President**
- 2. Pledge of Allegiance – Director Bert Moldow**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of Minutes of Meeting**  
(a) May 1, 2018 – Regular Open Session Meeting
- 6. Report of Chair**
- 7. Update from VMS – Director Dan Kenney**  
(a) Recognition of Excellence Awards
- 8. CEO Report**
- 9. Open Forum (Three Minutes per Speaker)** - *At this time the Speakers may address the Board of Directors regarding items not on the agenda and within the jurisdiction of the Board of Directors of the Golden Rain Foundation. There is a maximum time limit of three minutes per speaker and a speaker may only address the Board once during this period. The Board reserves the right to limit the total amount of time allotted for the Open Forum.*
- 10. Responses to Open Forum Speakers**
- 11. Consent Calendar** - *All matters listed under the Consent Calendar are considered routine and will be enacted by the Board by one motion in the form listed below. In the event that an item is removed from the Consent Calendar by members of the Board, such item(s) shall be the subject of further discussion and action by the Board.*

- (a) Update GRF Committee Appointments

**12. Unfinished Business-None**

**13. New Business**

- (a) Entertain a Motion to Approve a Resolution for the New Logos for Channel 6 Television Station

**14. Committee Reports**

- (a) Report of the Finance Committee/Financial Reports – Director Sabol Soule to give report in Director Phelps’s absence. Next meeting June 18, 2018, at 9:30 a.m. in the Board Room.
- (b) Report of the Community Activities Committee – Director Perak. Next meeting July 12, 2018, at 2:00 p.m. in the Board Room.
- (c) Report of the Maintenance & Construction Committee – Director Matson. Next meeting June 13, 2018, at 9:30 a.m. in the Board Room.
  - Report of the Performing Arts Center (PAC) Renovation Ad Hoc Committee - Director Perak. Next meeting TBA
- (d) Report of the Media & Communications Committee – Director Milliman. Next meeting June 18, 2018, at 1:30 p.m. in the Board Room.
- (e) Report of the Mobility & Vehicles Committee – Director Troutman. Next meeting June 6, 2018, at 1:30 p.m. in the Board Room.
- (f) Report of the Security & Community Access Committee – Director Sabol Soule. Next meeting June 28, 2018, at 1:30 p.m. in the Board Room
  - Report of the Traffic Hearings – Director Sabol Soule to give report in Director Gros’s absence. Next meeting June 21, 2018, 9:00 a.m. in the Board Room & 1:00 p.m. in the Cypress Room.
  - Report of the Disaster Preparedness Task Force- Director Troutman. Next meeting June 26, 2018, 9:30 a.m. in the Cypress Room.

**15. Future Agenda Items - All matters listed under Future Agenda Items are Resolutions on 30-day public review or items for a future Board Meeting. No action will be taken by the Board on these agenda items at this meeting. The Board will take action on these items at a future Board Meeting.**

- (a) Approve the Design and Creation of a Decorative Art Wall at Clubhouse 4

- (b) Discuss and Consider Golf Cart Safety Training
- (c) Discuss Non-Return of ID Cards

**16. Directors' Comments**

- 17. Recess** - *At this time, the Meeting will recess for lunch and reconvene to Executive Session to discuss the following matters per California Civil Code §4935.*

**Closed Executive Session Agenda**

*Approval of Agenda*

*Approval of Minutes*

*(a) May 1, 2018 – Regular Executive Session*

*Discuss and Consider Member Disciplinary Matters*

*Discuss and Consider Personnel Matters*

*Discuss and Consider Contractual Matters*

*Discuss and Consider Litigation Matters*

*Discuss Litigation Report Summary*

**18. Adjournment**

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## **OPEN SESSION**

Minutes of the Regular Meeting of the Golden Rain  
Foundation Tuesday, May 1, 2018, 9:30 a.m.  
24351 El Toro Road, Laguna Woods, California.

Directors Present: Thomas Sirkel, Beth Perak, Ray Gros, Joan Milliman,  
Diane Phelps, Jim Matson, Richard Palmer, Annette Sabol  
Soule, Judith Troutman, Bert Moldow and Jim Juhan

Directors Absent: None

Staff Present: Brad Hudson, Siobhan Foster, Chris Spahr, Bruce  
Hartley, Cheryl Silva, and Whitney Thornton

Others Present: United Mutual: Juanita Skillman, Gary Morrison, and Carl  
Randazzo  
Third Mutual: Bill Walsh and John Frankel  
VMS: Mary Stone and Dick Rader  
Mutual Fifty:

### **1. Call to Order**

President Sirkel called the meeting to order at 9:30 a.m., and acknowledged that a quorum was present.

### **2. Pledge of Allegiance to the Flag**

Director Phelps led the meeting in the Pledge of Allegiance to the Flag.

### **3. Acknowledgment of Media**

A representative of the Laguna Woods Globe and the Village Television Camera Crew, by way of remote cameras, were acknowledged as present.

### **4. Approval of Agenda**

Director Moldow made a motion to approve the Agenda as amended. Director Matson seconded the motion and it passed by unanimous consent.

### **5. Approval of Minutes**

Director Sabol Soule made a motion to approve the minutes of April 3, 2018. The motion was seconded by Director Perak and it passed by unanimous consent.

### **6. Report of the Chair**

President Sirkel thanked all Residents, Staff and GRF Directors who have helped advance the Pickleball – Paddle Tennis project.

## **7. Update from VMS**

Director Shimon gave an update of the VMS meetings in the month of April:

- VMS Meeting Schedule
- Breeze updated
- Weekly email blasts
- Kudos Cards
- Online suggestion box
- Tree Walk Guide
- Monday Memo
- Operation Rules
- Employee Newsletter
- What's Up In the Village
- Eileen Paulin doing an outstanding job
- List for Handyman pilot program

## **8. CEO Report**

Brad Hudson, CEO, gave a report on upcoming community events and updates on current renovation and construction projects:

- Pickleball-Paddle Tennis
- Gatehouse remodels
- Pools 4 and 6 maintenance
- Golf course maintenance and improvements
- Technology Demonstrations
- Village Games 1<sup>st</sup> 5K run
- Landscaping upgrades
- Spin classes and Clubhouse 5
- Cinco de Mayo is sold out
- Kentucky Derby Event
- Memorial Golf Tournament
- Waitlist for Handyman Service

## **9. Open Forum (Three Minutes per Speaker)**

Members spoke on the following topics: Laguna Woods Village Foundation services update, Clubhouse 3 renovations, meeting room availability for Clubs, traffic and parking issues associated with Senior Summit and Jewish Food Fair, the bus service, Gate 1 right turn only lane, automated gate for RV lot, appreciation for Arbor Day event, fire extinguisher training, Kiwanis' hearing aid and eye glasses donation box located at library, Outside events being held in The Village

## **10. Response to Open Forum Speakers**

Several Directors and the CEO responded to member comments. Several Directors and the CEO expressed concern about hosting large events in The Village.

**11. Consent Calendar –**

Director Palmer made a motion to approve the Consent Calendar as amended.  
Director Sabol Soule seconded the motion and it passed by unanimous consent.

- (a) GRF Security and Community Access Committee Endorsement of  
Frank Tybor, Advisor

**12. Unfinished Business**

- (a) Entertain a Motion to Approve a Resolution for Amendments to the Golf Cart  
Policies and Procedures

The Secretary of the Board read the following resolution:

**RESOLUTION 90-18-19**  
**GOLF CART POLICIES AND PROCEDURES**

**WHEREAS**, the Golden Rain Foundation of Laguna Woods Village (GRF) desires to set standardized golf cart policies and procedures related to Community safety and access control, including decals, RFIDs and fees; and

**WHEREAS**, electric golf carts plugged into common area electricity must pay the current annual golf cart charging fee as determined by Mutual policy; and

**WHEREAS**, the golf cart decals and RFID remain the property of GRF; and

**WHEREAS**, GRF has concerns about properly maintained golf carts, unattended extension cords and golf cart chargers that are not positioned at least six inches above the floor.

**NOW THEREFORE BE IT RESOLVED**, on May 1, 2018 that the following amendments are introduced to the Laguna Woods Village Vehicle, Traffic, and Parking Rules, Section X, Golf Carts and Golf Cars:

**GOLF CART REGISTRATION**

Residents are required to register all golf carts;

Registration includes the application of a permanent seven-digit serial number on a reflective tamper resistant white background with black numbers. This GRF decal will be placed by Staff on the front windshield, driver side, lower corner and shall be visible at all times.

**GOLF CART PLUG IN VEHICLES IN COMMON AREA**

Resident Golf Carts that are allowed to connect to Mutual common area

electricity will be issued a reflective tamper-resistant Mutual decal for registration purposes, yellow for United Laguna Woods Mutual (ULWM) and green for Third Laguna Hills Mutual (TLHM).

The ability to charge using common area electricity is included in the annual Electric Golf Cart fee for carts registered to any manor that does not have a private garage/carport. In order to have access to common area electricity, golf carts will be issued a ULWM or TLHM Decal that Staff will place on exterior rear fender on the lower corner furthest from the driver.

All Golf Cart charging equipment must be certified and maintained to UL standards. Golf Cart chargers may not be utilized within storage cabinets.

The Mutual decal may be revoked upon expiration, withdrawal, or termination from the program; or non-compliance with these rules.

Any golf cart connected to a common area outlet without authorization will be disconnected and receive a Notice of Violation (NOV), and will be charged the annual charging cost as determined by TLHM/ULWM Golf Cart Policy as a fee and be required to obtain a current Mutual decal; in addition to the other enforcement actions allowed in these rules. Non-residents and guests are prohibited from connecting to common area outlets.

#### **UNATTENDED GOLF CART EXTENSION CORDS, BATTERY CHARGERS**

Unattended extension cords may not be used in GRF, ULWM, or TLHM for any purpose. All golf cart battery chargers must be elevated a minimum of six inches from the floor. Residents found with unattended extension cords and/or golf cart chargers that are not a minimum of six inches above the floor will be subject to fines.

#### **FEES AND FINES**

Refer to the applicable Fee Schedules for GRF, United, and Third.

**RESOLVED FURTHER**, if a golf cart ownership change occurs, the current owner must notify and register the change with VMS Administration; and

**RESOLVED FURTHER**, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution.

#### **MARCH Initial Notification**

**30-day notification to comply with Civil Code §4360 has been satisfied.**



Director Milliman made a motion to approve amendments to the Golf Cart Policies and Procedures. Director Sabol Soule seconded the motion.

President Sirkel restated the motion and discussion ensued among the Directors.

Director Milliman made a motion to approve amendments to the Resolution for Golf Cart Policies and Procedures. Director Moldow seconded and the motion passed by unanimous consent.

(b) Entertain a Motion to Approve a Resolution Ratifying EV Charge Station Fees

The Secretary of the Board read the following resolution:

**RESOLUTION 90-18-20**  
**EV Charge Station Fees**

**WHEREAS**, the Golden Rain Foundation of Laguna Woods Village (GRF) desires to adopt renewable energy initiatives in the Community; and

**WHEREAS**, a dual-port EV charging station was installed at the north-west corner of the Community Center parking lot, adjacent to the trash enclosure (ATT1), and is powered by a meter billed to the Golden Rain Foundation; and

**WHEREAS**, the charge station is operated under contract with ChargePoint and registration on the [www.chargepoint.com](http://www.chargepoint.com) website is required to use the charge station.

**NOW THEREFORE BE IT RESOLVED**, on May 1, 2018, that GRF adopts a fee schedule for the EV charging station located at the Community Center parking lot, designed to provide free charging to GRF fleet vehicles, to cover average cost of charging for Laguna Woods Village residents and VMS Inc. employees, and to set a rate comparable to fuel costs for all other users;

**RESOLVED FURTHER**, the Board ratifies the current fee schedule:

<u>User Type</u>	<u>Fee Amount</u>
GRF Fleet Vehicles	Free
Residents	\$0.17 per kWh
VMS Employees	\$0.17 per kWh
General Public	\$0.30 per kWh

**RESOLVED FURTHER**, the Board will periodically review electricity bills to determine appropriate adjustments in the charge rates and amounts will be published on the GRF Fee Schedule; and

**RESOLVED FURTHER**, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution.

**MARCH Initial Notification**

**30-day notification to comply with Civil Code §4360 has been satisfied**

Director Milliman made a motion to approve ratifying the fee schedule for the electric vehicle (EV) charging station located at the Community Center parking lot. Director Phelps seconded the motion.

President Sirkel restated the motion. There being no discussion, President Sirkel asked for a vote and the motion passed by unanimous consent.

**(c) Entertain a Motion to Approve a Resolution for Electronic Payment Policy**

The Secretary of the Board read the following resolution:

**RESOLUTION 90-18-21**  
**ELECTRONIC PAYMENT POLICY**

**WHEREAS**, Golden Rain Foundation of Laguna Woods Village (GRF) has adopted several electronic payment methods over the years; and

**WHEREAS**, credit card payments are accepted at several point-of-sale locations, such as those used at the Village Greens (Resolution 90-11-102), Broadband Services (Resolution 90-12-130), and the Performing Arts Center (Resolution 90-14-01), with the associated merchant processing fees absorbed into operations at these revenue-generating operations; and

**WHEREAS**, GRF offers an electronic payment method for monthly assessments called EZPay and 70 percent of Laguna Woods Village members take advantage of this free auto-debit service to automatically deduct assessments from their bank account; and

**WHEREAS**, GRF desires to increase electronic payment options for assessments and introduce options for chargeable services; and

**WHEREAS**, GRF has initiated a service agreement with RevoPay to process electronic payments via the Community's resident portal and in person at the Community Center, which will be activated once the technology infrastructure is in place;

**NOW THEREFORE BE IT RESOLVED**, on May 1, 2018, that GRF adopts the acceptance of electronic payments for assessments, fines, fees, and chargeable services with the payor being charged a convenience fee equal to an amount necessary to offset all processing fees contracted with the merchant provider; and

**RESOLVED FURTHER**, fees will start at 2.95 percent per credit card transaction and \$1.95 per eCheck/ACH transaction and will be updated, as needed, based on

contractual agreements and passed on to the payor without further resolution updates;  
and

**RESOLVED FURTHER**, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution.

**MARCH Initial Notification**

**30-day notification to comply with Civil Code §4360 has been satisfied**

Director Milliman made a motion to approve a Resolution to establish Board policy for acceptance of electronic payments for assessments, fines, fees, and chargeable services with the payor being charged a convenience fee equal to an amount necessary to offset all processing fees contract with the merchant provider. Director Perak seconded the motion.

President Sirkel restated the motion and discussion ensued among the Directors.

President Sirkel asked for a vote and the motion passed by unanimous consent.

**13. New Business**

**This item was moved from 13(d)**

- (d) Discuss and Consider a Contract Award – Paddle Tennis & Pickleball Court Renovations

Director Perak made a motion to approve awarding a contract to Mutzco Construction in the amount of \$359,610 for the design and construction of seven Paddle Tennis & Pickleball courts including four lighted courts at Gate 12.

Director Matson seconded the motion and the motion passed by unanimous consent.

- (a) Tree Removal Request - Lawn Bowling Facility

The Secretary of the Board read the following resolution:

**RESOLUTION 90-18-22**  
**Tree Removal Approval**

**WHEREAS**, on March 26, 2018, the Lawn Bowling Club requested the removal of four trees located at the Clubhouse 2 Lawn Bowling facility to prevent damage to the facility and to eliminate the heavy accumulation of tree-related debris on the new bowling surface; and

**WHEREAS**, on May 1, 2018, the Landscape Division, after evaluating the condition of the trees and the impact on the facility, recommended to approve the request to remove four trees located at the Clubhouse 2 Lawn Bowling facility;

**NOW THEREFORE BE IT RESOLVED**, May 1, 2018, the Board of Directors approved the request for the removal of one Aleppo pine and three Canary Island pine trees adjacent to the Lawn Bowling Facility; and

**RESOLVED FURTHER**, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution.

Director Milliman made a motion to approve the request for the removal of one Aleppo pine and three Canary Island pines located to the rear (west) of the office at the Clubhouse 2 Lawn Bowling Facility. Director Phelps seconded the motion.

President Sirkel restated the motion and discussion ensued among the Directors.

Bruce Hartley presented a slideshow and answered questions from the Board.

President Sirkel called for a vote and the motion passed by unanimous consent.

(b) Entertain a Motion to Approve a Resolution for Records Inventory and Management Consultant

The Secretary of the Board read the following resolution:

**RESOLUTION 90-18-23**  
**Records Inventory and Management**

**WHEREAS**, the Golden Rain Foundation has over five decades of retaining corporate records; and

**WHEREAS**, professional services with expertise in records management have been identified as an effective strategy to ensure compliance with State law, fulfillment of Goal No. 7 of the Laguna Woods Village 2020 Vision, and address decentralized and ineffective record keeping that predates Village Management Services (VMS);

**NOW THEREFORE BE IT RESOLVED**, on May 1, 2018, that the Board of Directors of this Corporation hereby authorizes a supplemental appropriation of \$50,000 to be funded from the Contingency Fund to retain a records management consultant; and

**RESOLVED FURTHER**, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution.

Director Milliman made a motion to approve the request for the authorization of supplemental appropriation in the amount of \$50,000 from the Contingency Fund for the Records Inventory and Management Project. Director Phelps seconded the motion.

President Sirkel restated the motion and discussion ensued.

President Sirkel called for a vote and the motion passed by unanimous consent.

- (c) Discuss and Consider a Contract Award – Renovations for Gatehouses 4, 10, 11, & 12

The Secretary of the Board read the following resolution:

**RESOLUTION 90-18-24**  
**Supplemental Appropriation for the**  
**Renovations at Gatehouses 4, 10, 11 & 12**

**WHEREAS**, the GRF Board appropriated funding in the 2018 Capital Plan, in the amount of \$60,000, from the Facilities Fund to design the renovation of Gate houses 10, 11, and 12; which considered code upgrades, ADA upgrades, ergonomic improvements, improved traffic flow, gate access and aesthetics; and

**WHEREAS**, this capital project was intended to prepare the construction documents for the future renovation of three gatehouses located at Gates 10, 11, and 12. Staff was subsequently directed to advertise for contractor bids to provide an all-inclusive (turnkey) renovation for each of the selected gatehouses, as well as one additional gatehouse located at Gate 4;

**NOW THEREFORE IT BE RESOLVED**, on May 1, 2018, the GRF Board of Directors authorize B. Foster Construction, Inc. be awarded a contract in the amount of \$102,500 including a 10% contingency for the renovation of four gatehouses at Gates 4, 10, 11 and 12 and reconstruction of the steps at Gate 10; and

**RESOLVED FURTHER**, on May 1, 2018, the GRF Board of Directors authorize a supplemental appropriation in the amount of \$42,500 from the Facilities Fund, which is required to fully fund the expanded scope of work and additional deficiencies encountered; and

**RESOLVED FURTHER**, that the officers and agents of the Corporation are hereby authorized on behalf of the Corporation to carry out this Resolution effective immediately.

Director Milliman made a motion to award a contract to Brian Foster Construction in the amount of \$102,500 for the renovation of four Gatehouses at gates 4, 10, 11, and 12; reconstruction of the steps at gate 10, and approve a supplemental appropriation in the amount of \$24,500 from the Facilities Fund.

Director Sabol Soule seconded the motion.

President Sirkel restated the motion and discussion ensued among the Directors.

Discussion ensued among the Directors. Director Troutman stated that she would be

voting against the Resolution due to the selected contractor. President Sirkel called for a vote and it passed by a vote of 9-1-0 (Director Troutman opposed)

(e) Funding for Energy Consultant Services

The Secretary of the Board read the following resolution:

**RESOLUTION 90-18-25**

**Supplemental Funding for Energy Consultant Services**

**WHEREAS**, considerable interest in pursuing a community-wide energy strategy has been expressed by Golden Rain Foundation, Third Laguna Hills Mutual and United Laguna Woods Mutual; and

**WHEREAS**, a consultant will be retained to recommend projects for the entire community or the individual corporations;

**NOW THEREFORE BE IT RESOLVED**, on May 1, 2018, that the Board of Directors of this Corporation hereby authorizes a supplemental appropriation not to exceed \$50,000 to be funded from the Contingency Fund to advance future energy initiatives; and

**RESOLVED FURTHER**, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution.

Director Milliman made a motion to approve the request for the authorization of supplemental funding for Energy Consultant Services. Director Perak seconded the motion.

President Sirkel restated the motion and discussion ensued among Directors.

President Sirkel called for a vote and the motion passed by unanimous consent.

This item was moved from 11a

(a) Update GRF Committee Appointments

The Secretary of the Board read the following resolution:

**RESOLUTION 90-17-26**  
**GRF Committee Appointments**

**RESOLVED** May 1, 2018, that the following persons are hereby appointed and ratified to serve on the Committees of this Corporation:

**Business Planning**

Diane Phelps, (GRF)  
Tom Sirkel, (GRF)  
Rosemarie diLorenzo, (Third)  
Steve Parsons, (Third)  
Gary Morrison, (United)  
Juanita Skillman, (United)  
vacant, (Mutual 50)

**Community Activities**

Beth Perak, Chair (GRF)  
Joan Milliman, Vice Chair (GRF)  
Diane Phelps, (GRF)  
Jules Zalon, (Third)  
Steve Parsons (Third)  
Bill Walsh, Alternate (Third)  
Janey Dorrell, (United)  
Juanita Skillman, (United)  
Ryna Rothberg, (Mutual 50)  
Non-Voting Advisers: Leon St. Hilaire, Gail Gomez, Jeff Shetler

**Finance**

Diane Phelps, Chair (GRF)  
Annette Sabol Soule, Vice Chair (GRF)  
Thomas Sirkel, (GRF)  
Rosemarie diLorenzo, (Third)  
Steve Parsons, (Third)  
Bill Walsh, Alternate (Third)  
Gary Morrison, (United)  
Juanita Skillman, (United)  
Al Amado, (Mutual 50)  
Non-Voting Advisers: Alan Dickinson, Greg Corigliano, Diane Casey

**Maintenance & Construction**

Jim Matson, Chair (GRF)  
Richard Palmer, Vice Chair (GRF)  
Beth Perak, (GRF)  
John Frankel, (Third)  
Bunny Carpenter, (Third)  
Bill Walsh, Alternate (Third)  
Gary Morrison, (United)  
Don Tibbetts, (United)  
Ryna Rothberg, (Mutual 50)  
Carl Randazzo, Alternate (United)  
Non-Voting Advisers: John Luebbe, Ruth Matson

**Energy and Technology Committee**

Jim Juhan (GRF)  
Bert Moldow (GRF)  
Juanita Skillman (United)  
Carl Randazzo (United)  
Bill Wash, Chair (Third)  
Burt Baum (Third)  
John Frankel (Third)  
Advisor: Steve Leonard

**Media and Communications**

Joan Milliman, Chair (GRF)  
Beth Perak, Vice Chair (GRF)  
Diane Phelps, (GRF)  
Burt Baum, (Third)  
Roy Bruninghaus, (Third)  
Maggie Blackwell, (United)  
Non-Voting Advisers: Steve Carman, John Perak, Lucy Parker

**Mobility & Vehicles**

Judith Troutman, Chair (GRF)  
Ray Gros (GRF)  
Bert Moldow, (GRF)  
Roy Bruninghaus, (Third)  
John Frankel, (Third)  
Cash Achrekar, (United)  
Reza Bastani, (United)  
John Dalis, (Mutual 50)  
Non-Voting Advisers: Shelve Linzki, vacant (1)

**PAC Renovation Ad Hoc Committee**

Beth Perak, Chair (GRF)  
Joan Milliman, Vice Chair (GRF)  
Richard Palmer, (GRF)  
John Frankel, (Third)  
Bill Walsh, (Third)  
Don Tibbetts, (United)  
Juanita Skillman, (United)  
Irving Waaland, (Mutual 50)  
Non-Voting Advisers: Sheila Bilaka, John Perak

**Security and Community Access**

Annette Sabol Soule, Chair (GRF)  
Ray Gros, Vice Chair (GRF)  
Jim Juhan, (GRF)  
John Frankel, (Third)



James Tung (Third)  
Roy Bruninghaus, Alternate(Third)  
Pat English, (United)  
Don Tibbetts, (United)  
Non-Voting Advisers: Larry Cunningham, Frank Tybor

**Disaster Preparedness Task Force**

Cash Achrekar (United)  
Gary Morrison (United)  
Judith Troutman (GRF)  
Jim Juhan (GRF)  
Roy Bruninghaus (Third)  
John Frankel (Third)  
Anessa Nordless (Mutual 50)

**Laguna Woods Village Traffic Hearings**

Ray Gros, (GRF)  
Jules Zalon, (Third)  
John Frankel, Alternate (Third)  
Cash Achrekar, (United)  
Board Members by Rotation (Mutual 50)

**RESOLVED FURTHER**, that Resolution 90-17-42 adopted December 5, 2017, is hereby superseded and cancelled; and

**RESOLVED FURTHER**, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution.

Director Milliman made a motion to approve a Resolution of the Committee Appointments for GRF Board Committees. Director Phelps seconded the motion.

President Sirkel restated the motion and discussion ensued among the Directors.

President Sirkel asked for a vote on the amended resolution and the motion passed by a 9-1-0 vote (Director Palmer opposing).

(g) Clubhouse 4 Records

Director Sabol Soule reported that documents were being housed in Clubhouse 4 and should be relocated immediately to avoid any loss or damage. President Sirkel directed Staff to have the documents moved.

**14. Committee Reports**

**(a) Report of the Finance Committee/Financial Reports**

- Director Phelps reported on the Finance Committee and presented the Treasurer's Report. The next meeting will be held on June 18, 2018, at 9:30 a.m. in the Board Room.

**(b) Report of the Community Activities Committee**

- Director Perak reported that the next Community Activities Committee meeting will be held on May 10, 2018, at 2:00 p.m. in the Board Room.

**(c) Report of the Maintenance & Construction Committee**

- Director Matson reported on the Maintenance & Construction Committee. The next meeting will be held on June 13, 2018, at 9:30 a.m. in the Board Room.
- Director Perak reported on the Performing Arts Center (PAC) Renovation Ad Hoc Committee. The next meeting TBA.

**(d) Report of the Media and Communications Committee**

- Director Milliman reported on the Media and Communications Committee and the Thrive Task Force. The next Media and Communications meeting will be held on May 21, 2018, at 1:30 p.m. in the Board Room. The next Thrive Task Force will meet on May 16, 2018, at 9:30 a.m. in the Cypress Room. Director Milliman reported that Docent Tours will be coordinated by the Marketing Department

**(e) Report of the Mobility & Vehicles Committee**

- Director Troutman reported from the Mobility & Vehicles Committee. The next Mobility & Vehicles Committee will meet on Wednesday, June 6, 2018, at 1:30 p.m. in the Board Room.

**(f) Report of the Security & Community Access Committee**

- Director Sabol Soule reported from the Security & Community Access Committee. The next Security & Community Access Committee meeting will be held on June 28, 2018, at 1:30 p.m. in the Board Room.
- Director Gros reported on the Traffic Hearings. Next meeting will be held May 16, 2018, at 9:00 a.m. in the Board Room and 1:00 p.m. in the Cypress Room.
- Report of the Disaster Preparedness Task Force was made by Director Troutman. Next meeting will be held May 29, 2018, at 9:30 a.m. in the Cypress Room.

**15. Future Agenda Items**

- (a) Entertain a Motion to Approve the Design and Creation of a Decorative Art Wall at Clubhouse 4

**16. Director's Comments**

- Director Troutman welcomed Director Moldow and wished a Happy Cinco de Mayo to all
- Director Phelps wished a Happy Birthday to Director Troutman
- Director Juhan expressed appreciation for letters he received while recovering in the hospital
- Director Gros encouraged participation in the Laguna Canyon Foundation
- Director Perak welcomed Director Juhan and Director Moldow
- President Sirkel encouraged participation in the Foundation Golf Tournament

**17. Recess** - *At this time the Meeting recessed for lunch to reconvene to Executive Session to discuss the following matters per California Civil Code §4935.*

The Board recessed to Closed Session at 12:25 p.m.

**Closed Executive Session Agenda**

*Approval of Agenda*

*Approval of Minutes*

*(a) April 3, 2018 – Closed Executive Session*

*Discuss and Consider Member Disciplinary Matters*

*Discuss and Consider Personnel Matters*

*Discuss and Consider Contractual Matters*

*Discuss and Consider Litigation Matters*

*Discuss Litigation Report Summary*

*Adjournment*

**Adjourn**

The meeting was adjourned at 3:40 p.m.

  
Joan Milliman, Secretary of the Board  
Golden Rain Foundation

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## **STAFF REPORT**

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**DATE:** June 5, 2018  
**FOR:** GRF Board of Directors  
**SUBJECT:** GRF Committee Appointments

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### **RECOMMENDATION**

Approve a Resolution of the Committee Appointments for GRF Board Committees.

### **BACKGROUND**

Revisions to the GRF Committees occurred due to recent changes on the GRF, United and Third Boards.

### **DISCUSSION**

The GRF Board Committee Appointments (Attachments 1) has been updated.

### **FINANCIAL ANALYSIS**

None.

**Prepared By:** Cheryl Silva, Corporate Secretary

**Reviewed By:** Siobhan Foster, COO

### **ATTACHMENT(S)**

Attachment 1: GRF Committee Appointments Resolution

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**RESOLUTION 90-17-XX**  
**GRF Committee Appointments**

**RESOLVED** June 5, 2018, that the following persons are hereby appointed and ratified to serve on the Committees of this Corporation:

**Business Planning**

Diane Phelps, (GRF)  
Tom Sirkel, (GRF)  
Rosemarie diLorenzo, (Third)  
Steve Parsons, (Third)  
Gary Morrison, (United)  
Juanita Skillman, (United)  
**Vacant**, (Mutual 50)

**Community Activities**

Beth Perak, Chair (GRF)  
Joan Milliman, Vice Chair (GRF)  
Steve Parsons (Third)  
Jules Zalon, (Third)  
**Jack Connelly**, Alternate (Third)  
Janey Dorrell, (United)  
**Juanita Skillman, (United)**  
Ryna Rothberg, (Mutual 50)  
Non-Voting Advisers: Leon St. Hilaire, **Jeff Shetler**

**Finance**

Diane Phelps, Chair (GRF)  
Annette Sabol Soule, Vice Chair (GRF)  
Thomas Sirkel, (GRF)  
Rosemarie diLorenzo, (Third)  
Steve Parsons, (Third)  
Bill Walsh, Alternate (Third)  
Gary Morrison, (United)  
Juanita Skillman, (United)  
Al Amado, (Mutual 50)  
Non-Voting Advisers: Alan Dickinson, Greg Corigliano, **Diane Casey**

**Maintenance & Construction**

Jim Matson, Chair (GRF)  
Richard Palmer, Vice Chair (GRF)  
Beth Perak, (GRF)  
John Frankel, (Third)  
Bunny Carpenter, (Third)  
Bill Walsh, Alternate (Third)  
**Carl Randazzo, (United)**  
Don Tibbetts, (United)  
Ryna Rothberg, (Mutual 50)  
Non-Voting Advisers: John Luebbe, Ruth Matson

**Media and Communications**

Joan Milliman, Chair (GRF)

Beth Perak, Vice Chair (GRF)

Jim Juhan, (GRF)

Burt Baum, (Third)

Roy Bruninghaus, (Third)

Jack Connelly, Alternate (Third)

Maggie Blackwell, (United)

Juanita Skillman, (United)

Non-Voting Advisers: Steve Carman, John Perak, Lucy Parker

**Mobility & Vehicles**

Judith Troutman, Chair (GRF)

Ray Gros (GRF)

Bert Moldow, Alternate (GRF)

Roy Bruninghaus, (Third)

John Frankel, (Third)

Cash Achrekar, (United)

Reza Bastani, (United)

June Greenwald, (Mutual 50)

Non-Voting Advisers: Gloria Moldow, vacant (1)

**PAC Renovation Ad Hoc Committee**

Beth Perak, Chair (GRF)

Joan Milliman, Vice Chair (GRF)

Richard Palmer, (GRF)

John Frankel, (Third)

Bill Walsh, (Third)

Don Tibbetts, (United)

Juanita Skillman, (United)

Irving Waaland, (Mutual 50)

Non-Voting Advisers: Sheila Bilaka, John Perak

**Security and Community Access**

Annette Sabol Soule, Chair (GRF)

Ray Gros, Vice Chair (GRF)

Jim Juhan, (GRF)

Roy Bruninghaus, (Third)

John Frankel, (Third)

Cush Bhada, Alternate (Third)

Pat English, (United)

Don Tibbetts, (United)

Non-Voting Advisers: Larry Cunningham, Frank Tybor

**Disaster Preparedness Task Force**

Cash Achrekar (United)

Gary Morrison (United)

**Laguna Woods Village Traffic Hearings**

Ray Gros, (GRF)

Jules Zalon, (Third)

John Frankel, Alternate (Third)

Cash Achrekar, (United)

Board Members by Rotation (Mutual 50)



**Energy and Technology Committee**

Jim Juhan (GRF)

Bert Moldow (GRF)

Juanita Skillman (United)

Carl Randazzo (United)

Bill Wash, Chair (Third)

Burt Baum (Third)

John Frankel (Third)

Advisor: Steve Leonard

Board Members by Rotation (Mutual 50)

**RESOLVED FURTHER**, that Resolution 90-18-26 adopted May 1, 2018, is hereby superseded and cancelled; and

**RESOLVED FURTHER**; that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution.

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**ENDORSEMENT (to GRF on 6/5/2018)**

**Discuss and Consider new logos for Broadband, Village Television and Media 55**

Logos for Broadband, Village Television and Media 55 did not match branding requirements. Staff on behalf of the Media and Communications Committee retained a graphic artist to design new logos.

The Media and Communications Committee were presented with new logos ideas for Broadband, Village Television and Media 55 to meet branding standards on April 16, 2018. The Committee voted unanimously approving new logo on April 16, 2018. A resolution was written to be presented to the Committee on May 21, 2018.

A motion was made to recommend that the Board approve new logos on May 21, 2018 before the Regular GRF Board Meeting on June 5, 2018 and passed by unanimous consent.



## **STAFF REPORT**

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**DATE:** May 21, 2018  
**FOR:** GRF Media and Communications Committee  
**SUBJECT:** Communications Plan

---

### **RECOMMENDATION**

Entertain a motion to approve new Broadband, Village Television and Media 55 logos.

### **BACKGROUND**

Logos for Broadband, Village Television and Media 55 did not match branding requirements. Staff on behalf of the Media and Communications Committee retained graphic artist to design new logos.

### **DISCUSSION**

Media and Communications Committee were presented with new logos ideas for Broadband, Village Television and Media 55 to meet branding standards on April 16, 2018. Committee voted unanimously approving new logo on April 16, 2018. Resolution was written to be presented to the Committee on May 21, 2018.

### **FINANCIAL ANALYSIS**

None.

**Prepared By:** Eileen Paulin and Becky Jackson

**Reviewed By:** Siobhan Foster, COO

**Committee Routing:** None.

### **ATTACHMENT(S)**

**Attachment 1: RESOLUTION 90-18-xx**



## **RESOLUTION 90-18-xx**

### **Broadband, Village Television and Media 55 Logos**

**WHEREAS**, the Golden Rain Foundation of Laguna Woods Village (GRF) hereby accepts the recommendation of the Golden Rain Foundation Media and Communication Committee; and

**WHEREAS**, the Village Media, Village Television and Media Services 55 logos were not in compliance with Village branding;

**NOW THEREFORE BE IT RESOLVED**, June 5, 2018 that the Board of Directors of this Corporation hereby adopts the new Broadband, Village Television and Media 55 logos; and

**RESOLVED FURTHER**, that the logos previously adopted are hereby superseded by this Resolution and the revised Broadband, Village Television and Media 55 logos are adopted to the extent that it differs; and

**RESOLVED FURTHER**, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution.

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# Financial Report

As of April 30, 2018



## INCOME STATEMENT

**ACTUAL**

(in Thousands)

**TOTAL REVENUE**

**\$14,195**

**TOTAL EXPENSE**

**(\$13,437)**

**Revenue over Expense**

**\$758**

Slide 1

# Financial Report

As of April 30, 2018



<b>FUNDS INCOME STATEMENT</b>	<b>OPERATING</b>	<b>FUNDS</b>	<b>TOTAL</b> (in Thousands)
Assessment Revenue	\$9,097	\$1,019	\$10,116
Non-assessment Revenue	\$2,889	\$1,190	\$4,079
Total Revenue	\$11,986	\$2,209	\$14,195
Total Expense	\$13,371	\$66	\$13,437
Net Revenue/(Expense)	(\$1,385)	\$2,143	\$758
w/o Depreciation	\$253		

Slide 2

# Financial Report

As of April 30, 2018



**Through April, GRF was worse than budget by \$79K primarily due to:**

- **Trust Facilities Fees** – transitional period of fee changes, increasing from \$2,500 to \$5,000 for new escrows opening after January 1. Receipts in Q1 primarily reflect prior year escrows closing at the lower fee amount. The current month ran a slightly favorable variance.

**Some offsetting favorable variances included:**

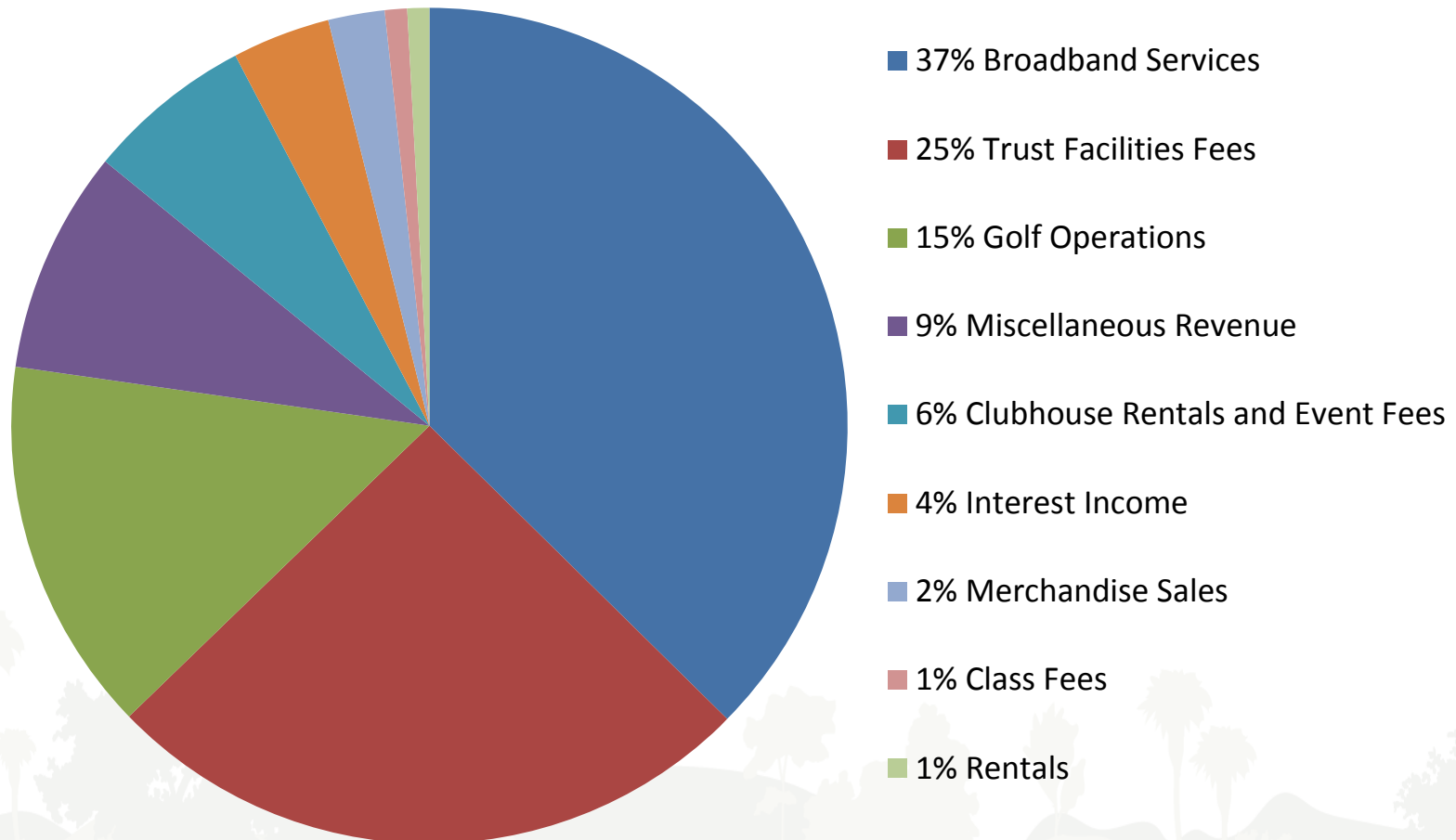
- **Employee Compensation** – lower medical expenses and fewer non-union retirement contributions than budgeted.
- **Professional Fees** – lower audit and tax fees. The engagement for 2017 financial audit was negotiated at a lower rate than budgeted.

Slide 3

# Financial Report

As of April 30, 2018

**Total Non Assessment Revenues \$4,078,897**



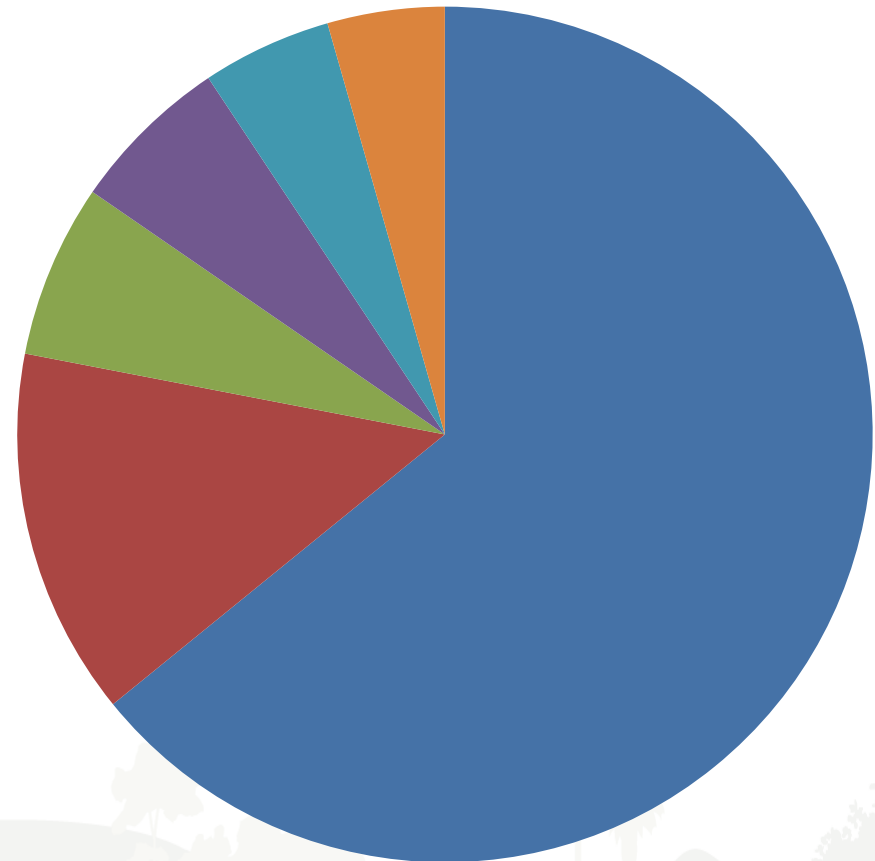
Slide 4

# Financial Report

As of April 30, 2018

## Total Expenses \$13,437,055

- 64% Employee Compensation & Related
- 14% Cable/Franchise/Copyright
- 7% Insurance, Professional & Legal
- 6% Utilities, Fuel & Oil
- 5% Material and Supplies
- 4% Outside Services



Slide 5

# Financial Report

As of April 30, 2018



## FUND BALANCES (in Thousands)

	BEGINNING BALANCES	WORK IN PROGRESS	ADJUSTED BALANCES
Equipment	\$6,167	\$1,778	\$4,389
Facilities	14,188	2,566	11,622
Contingency	776	0	776
Trust Facilities Fee	6,517	0	6,517
<b>TOTAL</b>	<b>\$27,648</b>	<b>\$4,344</b>	<b>\$23,304</b>

Slide 6

# Financial Report

As of April 30, 2018



## RESERVE FUND ENCUMBRANCES (in Thousands)

	TOTAL APPROPRIATIONS	ITD	REMAINING ENCUMBRANCE
Equipment	\$7,777	\$3,342	\$4,405
Facilities	12,040	3,353	8,439
Contingency	159	46	63
Trust Facilities Fee	0	0	0
<b>TOTAL</b>	<b>\$19,976</b>	<b>\$6,741</b>	<b>\$12,907</b>

Slide 7

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## **OPEN MEETING**

### **REPORT OF THE SPECIAL MEETING OF THE GOLDEN RAIN FOUNDATION COMMUNITY ACTIVITIES COMMITTEE**

Thursday, May 10, 2018 – 2 p.m.  
Board Room

**MEMBERS PRESENT:** Beth Perak-Chair, Jules Zalon, Juanita Skillman, Maggie Blackwell for Janey Dorrell, Ryna Rothberg, Diane Phelps, Roy Bruninghaus for Steve Parsons, Joan Milliman, Leon St. Hilaire

**MEMBERS ABSENT:** Janey Dorrell, Steve Parsons

**OTHERS PRESENT:** Dick Palmer, Andre Torng, Janey Dorrell was present in audience

**STAFF PRESENT:** Brian Gruner, Jennifer Murphy, Jackie Kupfert, Tom McCray, Jesse Cripps

#### **Call to Order**

Beth Perak, Chair, called the meeting to order at 2:02 p.m.

#### **Acknowledgement of Media**

There was no press present.

#### **Approval of Agenda**

A motion was made, and by consensus, the agenda was approved.

#### **Approval of Committee Report for March 8, 2018**

A motion was made, and by consensus, the report was approved.

#### **Chair's Remarks**

Chair Perak stated she enjoys attending the CAC meetings. The Recreation dashboard shows a variety of events meeting the needs of a variety of different residents. Chair Perak thanked the Recreation Department.

#### **Report of the Recreation and Special Events Director**

Mr. Gruner highlighted past Recreation events beginning with Easter at the Equestrian which hosted over 500 attendees indicating that Recreation is meeting the needs of the residents. The Village Bazaar was held on April 7 and sold out vendor tables. Village Games was hosted in April to return the event to the spring. There were 376 participants, with 40 participating in the 5K as a new event. Staff will be reviewing the Senior Summit event which was held on April 20. With 1200 attendees, the event seemed overcrowded and had parking issues. Recreation may incorporate this event into

the Recreation sponsored Health Expo in March, 2019. Both the Kentucky Derby and Cinco de Mayo events were held on May 5 and each had 160 attendees.

Mr. Gruner informed CAC on upcoming events. The Men's Golf Club will host their Annual Memorial Golf Tournament on May 12 with 180 participants registered. Lawn Bowling has an open house on June 2 at 10 a.m. Since February, 1,365 residents have used the lawn bowling greens, but Recreation would like to continue to work with Lawn Bowling to host more events. Super Senior Men's Nationals begin on Monday and continue through Saturday at the Tennis Center. This tournament has been held for about 10 years.

Mr. Gruner informed CAC on operational updates such as the upcoming club facilities operations meeting at Clubhouse 7 on May 11 at 1 p.m. These clubs will meet to discuss how to represent the community through events and building a solid relationship between Recreation and clubs. The pickleball construction project contract has been awarded, but no start date has been announced. Recreation is working with the Garden Club to ensure policies are adhered. Leasing the garden plots remains a priority with only 15 remaining at Garden Center 2 and several tree plots available at Garden Center 1. Ten waiting list registrants are called every other day to choose plots. Spraying for weed control is also being addressed at the Garden Centers. The water shut off at Garden Center 2 has been resolved and the water is back on. Equestrian Center staff has been enforcing policies and procedures. The Club President's meeting will be held on June 8 at 1 p.m. in the Board room. New pool furniture and new patio furniture has been ordered for Clubhouse 1. Emeritus classes will be reduced by five classes in the fall, all of which had very low attendance with even lower resident attendee numbers. Assessment of these classes will be done in hopes that Recreation may offer those classes. The Recreation Department continues to host staff training classes to help staff handle difficult situations. The Armed Forces Adoption Committee is struggling to get members, but will continue to recruit members at Recreation events.

Chair Perak inquired about club facilities operations meeting clarification and the attendance of CAC members at the meeting. Mr. Gruner clarified the direction of the meeting and stated the Committee members are invited to attend.

Director Skillman inquired as to the Easter event parking. Ms Murphy commented the attendees parked in the employee parking lot and were shuttled to the Equestrian Center for the event. Director Skillman stated Recreation should consider working with Eileen at the Memorial Day event. Mr. Gruner stated Recreation will be at the event recruiting for the Armed Forces Adoption Committee. Mr. Gruner also stated the adopted Regiment will be at the Memorial Day event. Director Skillman stated it is important for CAC members to attend the club facilities operations meeting on May 11.

Ms. Murphy wished all mothers Happy Mother's Day. The Mother's Day Buffet event sold 268 tickets. May 19 is Water Safety Day from 11a.m. to noon. Families are welcome at this free event will host a local fire station, Premier lifeguards, hot dogs, lemonade while supplies last. Memorial Day at the Performing Arts Center will showcase the All-American Boys Choir at 1 p.m. Attendees will need a ticket for entry, but the event is free. Thirty-two artists have already registered for the free Art Affair event on June 6 at Clubhouse 2, 2 to 6 p.m. and there will be food trucks, jazz by the Woods Trio, painting demos and wine tasting while supplies last. The Patio concert series begins on June 7 at Clubhouse 1 with Taylor Made, a tribute to James Taylor. There have been 104 tickets sold already. Tickets go on sale May 21 for the Father's Day brunch on June 17 at Clubhouse 1, 11 a.m. to 1 p.m. The 90's luncheon will be at Clubhouse 5 on June 19 with tickets on sale May 17. June 30 is the Summer Horse Show at the Equestrian Center. Chick-fil-A will be selling their sandwiches 10 a.m. to 11:30 a.m. and drill teams will attend from Norco. This is a free event and the employee parking lot will be utilized again. The annual 4th of July free event will host fireworks

again this year that will be "bigger", a fun zone for families, food for purchase and music. There were close to 2000 attendees last year and Recreation is reviewing logistics for safety for 2019. Recreation rolled out a dozen new classes with most doing well. One Yoga class has been cancelled due to low attendance, but another Silver Sneakers class was added. With Silver Sneakers, the insurance company pays the instructor and residents do not have to pay for the class. An indoor cycling class will be added with a new instructor on June 5 at Clubhouse 5. Due to expected popularity of spin classes, Recreation will introduce four free classes that residents may register for a trial basis.

Director Phelps asked if spin class will be a sign-up. Ms. Murphy stated the information will be in the Globe and residents may call Recreation for details.

Mr. Gruner commented the fireworks for 2019 are "less loud," 10 minutes in duration and will be displayed about 100 feet higher.

Mr. McCray stated Mr. Cincotta could not attend CAC today, but Mr. Cincotta reported that the aeration is complete. Improvements for the golf courses include new tee signs at Par 3 that were completed in house, installment of new indicators of where yardage begins, and poles will be straightened. The 27 hole course improvements will include new tee signs using original tee stakes, replacement of all hazard stakes, and yardage markers in the middle of all the fairways will be marked with improved markers. The driving range may be remodeled and plans are being drawn up. The putting green area will be updated with the relocation of batting cages to the pickleball area. Mr. McCray stated that electronic tee time scheduling is in place. Staff is looking to get online tee times for the future, however, lottery will continue as is due to effectiveness and fairness in scheduling. Upcoming educational events include a short game clinic for the 9-hole ladies club today (Golf has hosted 5-6 clinics to date and continue to receive positive feedback), putting instruction, and two demo days (Ping and Honma) coming next week. Summer junior camp is in discussion to be hosted at the golf course. Golf will host one session and limit number of participants to 12 children, ages 7 to 12. A twilight golf tournament will be held on June 24 and will be promoted in a different way to get more participation. A leisure league at the Par 3 course was started on alternate Thursdays and has a barbecue after play. This league is still building participation, but seems to be well received. Sean Anthony will be starting next week as a new golf professional.

Director Phelps inquired about how we are funding these new projects. Mr. Gruner stated we are just in the preliminary stages and some are listed in 2019 capitals. Director Phelps inquired about clubs only able to attend classes/clinics. Mr. McCray stated he targets the clubs individually at this time. Mr. McCray stated he is open to inviting others, but will still need to limit invitation list as to not discourage them from attending due to overcrowding. Director Phelps stated many residents have commented that the course looks very nice.

Director Rothberg inquired about check or credit cards accepted for payment. Mr. Gruner stated we take all funds through ActiveNet. There is a processing fee, but that fee is not assessed to the resident.

Mr. Cripps stated this has been the most exciting year for the Performing Arts Center. A new state-of-the-art projection system has been installed in the theatre. It is low maintenance as it does not need lamp replacement, is laser based and was installed by staff. The full installation will be completed in 2 phases: first phase is complete (projection) and second phase will have a new modular projector to bring us into the technological future. Professionally supporting the outdoor

concerts has been made possible with the purchase of special equipment that is used for outdoor use and a portable, shaded stage. This stage is much safer with set up able to be done by 1-2 staff members instead of 3-4. The New Year's Eve event at the Performing Arts Center was extremely well received and seasonal events will be hosted four times a year. These seasonal events will have VIP seating with extra perks while less expensive seats will be available for those who do not want VIP seating. May 12 is the Swingin' with the Big Bands show at the Performing Arts Center. June 2 showcases Carla Cook, daughter of Sam Cook, and she will be celebrating her father's music.

Director Zalon inquired about the New Year's Eve show entertainer. Mr. Cripps stated the entertainer was a Paul McCartney tribute.

Chair Perak inquired about the second projector's ability to project behind the actors on stage. Mr. Cripps stated yes. She asked if this is within our budget for this year. Yes, per Mr. Gruner. Mr. Cripps stated staff has been very conscientious in purchasing items that can be utilized with the upcoming renovation.

Director Phelps stated she and Mr. John Parker met with a fundraiser. She will provide Mr. Gruner with the contact information.

Director Skillman is very excited about the four seasonal shows. She stated that Simon and Garfunkel type of shows (folk shows) should be highlighted more. Mr. Cripps agreed.

Director Zalon observed that this new technology would enable the Performing Arts Center to manipulate film images in a way similar to how professional studios manipulate images in feature films.

#### **MEMBER COMMENTS (Items Not on the Agenda)**

Andre Torng (389-Q) commented on Performing Arts Center performance ticket prices versus outside theatres and online capability for room reservations.

Director Zalon responded that there are those artists who will work for a fraction of what big name performers make, but whose talent is at a similar level. He also stated Recreation is doing a great job.

Mr. Gruner stated that Recreation is close to launching an online system to allow residents to see availability of rooms for renting. Online registration is further in the future.

Chair Perak stated she is concerned that some may take advantage of the online system. Ms.

Murphy stated the same policies and procedures will apply to maintain compliance.

Director Blackwell inquired about verification of resident ID for reservations. Ms. Murphy stated we are currently working with Mr. Holland to ensure only residents may reserve a room.

#### **CONSENT**

A motion was made, and by consensus, the consent calendar was approved.

#### **REPORTS**

**Equestrian Center Summer Operating Schedule** – Mr. Gruner recommended to approve the summer riding schedule for the GRF Equestrian Center from Memorial Day through Labor Day, operating Tuesday to Saturday.

Discussion ensued.

A motion was made to approve the summer riding schedule for the GRF Equestrian Center from Memorial Day through Labor Day, operating Tuesday to Saturday.

The motion carried unanimously.

#### **ITEMS FOR DISCUSSION AND CONSIDERATION**

**Disc Golf Course**-Curtis Schalek (699-C), Andre Torng (389-Q) and Janey Dorrell (630-A) were called to speak regarding the addition of a disc golf course in the community.

Discussion ensued.

A motion was made to take no action at this time.

The motion carried 4-2. (Directors Bruninghaus and Phelps; Director Rothberg was absent.)

**Club Budget Requests**- Mr. Gruner presented the club budget requests entered for 2019 budget.

Discussion ensued.

#### **ITEMS FOR FUTURE AGENDAS**

Director Skillman would like a further discussion on the new tablets installed at the Library.

#### **CONCLUDING BUSINESS**

##### **Committee Member Comments**

Director Skillman suggested changing the time for CAC meetings to 1 or 1:30 p.m. Ms. Kupfert will review Board room schedule and confirm 1:30 p.m.

Director Zalon commented on the high level of interest in the community and he is honored to be on the committee.

Chair Perak stated thank you for attending the meeting.

##### **Date of Next Meeting**

The next regular meeting of the GRF Community Activities Committee will be held at 1:30 p.m. at the Community Center in the Board Room on Thursday, July 12, 2018.

##### **Adjournment**

There being no further business, the Chair adjourned the meeting at 4:21 p.m.

  
Beth Perak, Chair

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**OPEN MEETING**

**REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION  
COMMUNITY ACTIVITIES COMMITTEE**

**Tuesday, June 5, 2018 – 9:30 AM  
Laguna Woods Village Community Center 24351 El Toro Road  
Board Room**

**NOTICE OF MEETING AND AGENDA**

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**The following committee report was not available before the agenda packet posting deadline:**

14c. The Maintenance & Construction Committee did not meet in May.

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OPEN MEETING  
MINUTES OF THE REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION  
MEDIA AND COMMUNICATIONS COMMITTEE  
Monday, May 21, 2018 – 1:30 p.m.  
Laguna Woods Village Community Center, Board Room  
24351 El Toro Road, Laguna Woods, CA 92637

**REPORT**

**MEMBERS PRESENT:** Chair Joan Milliman, Directors Beth Perak, Jim Juhan, Roy Bruninghaus, Maggie Blackwell, Burt Baum, Juanita Skillman and Adviser John Perak

**MEMBERS ABSENT:** Directors Ryna Rothberg and Janey Dorrell, Advisers Steve Carman and Lucy Parker

**OTHERS PRESENT:** Diane Phelps- GRF, Dick Rader- VMS and Cush Bahada- Third Mutual

**STAFF PRESENT:** Eileen Paulin, Chuck Holland, Paul Ortiz and Becky Jackson

**1. Call to Order**

Chair Joan Milliman called the meeting to order at 1:32 p.m.

**2. Acknowledgment of Press**

Paul Ortiz from Village Television was present.

**3. Approval of Agenda**

Agenda was approved.

**4. Approval of Meeting Report from April 16, 2018**

Report was approved noting correction from Director Burt Baum on Report from April 16 agenda item 11a. Docent Tour. There is a weekly Docent Tour on Thursdays from 1 to 3:30 p.m., and once a month on a Saturday.

**5. Chair's Remarks**

Chair Joan Milliman welcomed everyone to the meeting and noted the Media and Communications has been moving forward quickly.

Chair Milliman welcomed new member of the board, Director Jim Juhan.

**6. Member Comments**

Mary Wall (239-D) reported the crawl on Village Television is not current and would like to see this fixed. Ms. Wall stated GRF is a non-profit corporation

and taxes should not be paid on media services. Ms. Wall reported she has had KTLA since 1965 and asked the committee to have it reinstated as part of the package that is offered.

Chuck Holland addressed Ms. Wall's remarks stating the board made the decision during contract negotiations and opted not to continue KTLA services due to the increase in fees.

Paul Ortiz reported the crawl was previously updated by Heather Rasmussen and staff will be appointed to update this.

**7. Director's and Staff Forum**

None.

**8. Broadband Update-Chuck Holland**

**a. ProForma Operating Statement**

Mr. Holland reported on the financials of employee compensation, compensation related items, materials and supplies, utilities and telephone, legal fees, outside services, repairs and maintenance, other operating expenses, property and sales tax, cable programming/copyright/franchise fees and uncollectible accounts. He gave an account of total expenses and net revenue and compared to figures from 2017 and stated the corporation is doing better than expected.

Director Roy Bruninghaus commented he did not anticipate property and sales tax to go over budget.

Mr. Holland will review this.

Dick Rader commented on the equipment rental and asked if there can be any savings incurred with purchasing in lieu of renting the equipment and inquired about credit card transaction fees.

Mr. Holland responded to Mr. Rader reviewing financials and credit card fees noting there was an oversight of transaction fees that was not budgeted for.

Director Burt Baum asked about the upcoming credit card fees through Resident Services.

Chair Milliman stated credit card fees will be incorporated in the cost.

**b. Subscriber Counts**

Mr. Holland gave an overview of subscriber counts, set-top boxes, pay-tv, international channels and high speed internet.

Director Juanita Skillman asked about the international channels and asked if this was a direct pay or included in the service.

Mr. Ortiz reported there have only been seven subscribers to the international channels and it has been switched to REI.

Director Skillman asked about Alexa services for the visually impaired and if there needs to be services other than internet to utilize Alexa or comparable hardware.

Mr. Holland explained Alexa has to be attached to a device, such as a television in order to operate.

c. **Analog Conversion Schedule**

Mr. Holland reported on the Analog and HDTV channel changes covering what channels will be covered by a digital device only and the timeline.

d. **Other updates**

Director Skillman inquired about the tablets in the Library noting there was no warning, procedures or directions that have been implemented. She commented that she had heard a printer would be installed and asked who would maintain and install paper in this.

Mr. Holland explained the functions of the tablet to only be a web browser and described communications leading to installation. The intention of the tablet is for resident convenience. No decision has been made to install a printer.

9. **Contract Renewals-Chuck Holland**

Mr. Holland presented agenda item #9 discussing programming costs year to date and explained NBC Universal contract will expire soon and there is a budget for a 10 percent increase.

10. **Marketing and Communications Report-Eileen Paulin**

a. **Marketing and Communications Activities Report**

Eileen Paulin reported on topics, frequency and engagement of iContact for the month of April.

Director Baum asked about the open rates and noted they appear to be high.

Ms. Paulin will look into this.

b. **Village Breeze**

Ms. Paulin reported on the deadlines for the boards pertaining to the Breeze and commented that getting a monthly article from the Towers is difficult. Becky Jackson will follow-up.

c. **Staffing Updates**

Ms. Paulin announced we have a new staff member coming on May 31, Jackie Brown, and gave a brief overview of her credentials.

d. **Thrive-Beth Perak**

Director Beth Perak reported on Thrive success and presented the approved logo explaining color variations.

**11. Tours and Orientation-Eileen Paulin**

a. **Docent Tours**

Ms. Paulin reported on the Docent Tour attendance and schedules of every Thursday from 1 to 3:30 p.m. and the fourth Saturday of the month from 9 to 11:30 a.m. She explained the cut backs have been due to staffing issues and will be revisited in six weeks. Ms. Paulin described the upcoming brochure that will accompany the tour.

Diane Phelps asked if the department will consider morning tours in lieu of afternoon tours especially in the summer time.

Becky Jackson reported the tour attendance has been good and at this time there is no need for two tours on Thursdays.

b. **New Resident Orientation**

Ms. Paulin reported on New Resident Orientation literature and dated handouts. The City of Laguna Woods was contacted and asked to condense their presentation. A video is being discussed with Brandtailers which will include clips from Thrive.

Director Baum asked about the length of the video.

Ms. Paulin explained the video will be no more than five minutes and mentioned some of the topics that would be included.

Cush Bahada asked to see PSA's on Village Transportation in the New Resident Orientation.

Ms. Paulin explained there will be topics such as key file program, transportation, manor alterations, insurance and rules.

**12. Communication Plan - Eileen Paulin**

Ms. Paulin discussed the correspondence with other departments and the desire to have all communications meet branding standards. This includes department flyers, slides, posters and correspondence to residents. News topics will be categorized and disseminated as follows, Monday-Maintenance, Wednesday-Recreation and Clubs and Friday-Community News. She warned against email fatigue and if too much is distributed it may decrease open rates.

Ms. Phelps commented that the signatures on employee emails are not consistent and would like to have that amended.

Ms. Paulin agreed to work on this.

## **ITEMS FOR DISCUSSION AND CONSIDERATION**

### **13. Club Publicity**

Ms. Paulin reported on the feedback recommending MarComm does not get involved in promoting club events from other directors. She will review the policy currently in place. MarComm will create a digital template for clubs to use for their flyers.

Mr. Rader reported that club flyers are not always stamped but being placed at the clubhouses.

Chair Milliman reported that Friends of the Village has a policy on their website and will help MarComm disseminate the information.

Ms. Jackson will follow-up with the policy and make sure all club presidents have a copy.

## **ITEMS FOR FUTURE AGENDAS**

### **14. Planned support**

Ms. Paulin reported on the overlap of information with GRF Media and Communications Committee and Third Communications Committee. She gave examples of staff reports and attachments that are identical and asked to consolidate the committees due to redundancy and excessive staff time.

Kathryn Freshley noted communication has improved and gave a brief history of the inception of the Third Communications Committee and stated her opinion that there may not be a need for this committee because the Mutuals and GRF are working well together.

Director Baum stated he would not like to have the committees consolidated at this time and explained Third has different correspondence needs than GRF.

Ms. Paulin reported MarComm will work on an email list that would be mutual specific.

Chair Milliman agreed to meet with Director Baum, Director Maggie Blackwell and Ms. Paulin to discuss consolidation of committees and means to avoid redundancy. All Mutuals will be represented in this meeting.

## **CONCLUDING BUSINESS**

### **15. Committee Member Comments**

Adviser John Perak stated since Ms. Paulin has been here everything has been

moving forward and he appreciates Ms. Paulin's comments about email fatigue. Director Skillman referred to the Globe and would like to get a subscription count due to the lack of computer knowledge.

Director Roy Bruninghaus commented that Jack Connolly will be an alternate to the committee when either him or Director Baum were not available.

Director Blackwell stated she is happy with exposure and communications and there has been a different tone in the Village.

Director Baum agreed with Director Skillman and would like to distribute more hard copies of the Breeze.

Director Perak commented on the Towers not getting the Breeze articles in on time and would like to have the GRF Media and Communications Committee meetings televised.

Director Jim Juhan stated he liked what he heard and promised to provide more input in the next meeting.

Ms. Jackson responded to Director Baum's inquiry providing the history of boxes of Breeze issues left over for waste. Issues are currently printed and delivered on demand.

Ms. Paulin presented having the Breeze printed in black and white to reduce the cost associated with printing. The cover would remain in color. She will research costs.

Mr. Holland commented on what a wonderful job staff has done in keeping up with demands of the committee and tasks at hand.

Chair Milliman stated it has been a great meeting and she looks forward to cutting back on staff workload.

Ms. Freshley approached the podium and talked about the Globe once having a Director's Corner six years ago and would like the committee to revisit this.

**16. Date of Next Meeting-Monday, June 18, at 1:30 p.m. in the Board Room**

**17. Adjournment-Meeting was adjourned at 3:45 p.m.**

***DRAFT***

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Joan Milliman, Chair  
Media and Communications Committee



**OPEN MEETING**

**REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION  
COMMUNITY ACTIVITIES COMMITTEE**

**Tuesday, June 5, 2018 – 9:30 AM  
Laguna Woods Village Community Center 24351 El Toro Road  
Board Room**

**NOTICE OF MEETING AND AGENDA**

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**The following committee report was not available before the agenda packet posting deadline:**

14e. The Mobility & Vehicles Committee did not meet in May.

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14f. The Security & Community Access Committee did not meet in May.

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