

TRAILER ESTATES

Policy and Procedure Committee

Members Present: Janet Jones
Martha Brauer
Bob Durrin
Terry Neally

Meeting Date: Dec. 7, 2007

Meeting Time: 9:30 a.m., Card Room

DEC 12 2007 PM 12:57

Agenda:

Policy Manual Update/Index
Trustee Policy Priorities
Public Records Draft
Minutes Review

Discussion:

The committee met in the Blue Heron, Card Room. Policy Manual was discussed. Rules and Regulations were integrated. Recreational Activities need to be added. Work will continue on the manual outside of committee meetings.

Minutes Review--7 years of minutes were reviewed and categorized by Martha Brauer. These represent Board Activity over the past years and will be helpful as we prepare drafts of policies.

Video/Computer Club procedure for taping meetings was reviewed with John Vander Molen. The committee agreed to having John contact the attorney to elaborate on his memo, Wed. December 5, 2007. Additional information about audio costs will be gathered. PUBLIC RECORDS POLICY Draft revisions were made. Final draft was decided.

The committee reviewed the Trustee Rankings, 11/27/07, and identified 5 policy drafts to begin work on.

Comments from the public were received. Meeting adjourned at 11:30 p.m. Next meeting scheduled for December 21, 2007, 10:00 a.m., Blue Heron, Card Room.

Agenda for Next Meeting:

Policy Manual Index (In progress)
Policy Drafts/Trustee Rankings

Next Meeting Date/Time:

December 21, 2007, 10:00 a.m., Blue Heron, Card Room