

KENTWOOD HOME GUARDIANS
MINUTES OF EXECUTIVE BOARD MEETING

KHG OFFICES

JUNE 17, 2014

PRESENT: Maria Warner, 1st VP ; Mary Putnam, Secretary; newly-elected Board members Michael Oliver and Kristine Wilson; Suzann Rogers, Operations Manager.

ABSENT: Clay Turner, Treasurer.

CALL TO ORDER

Maria Warner called the meeting to order at 7:05 pm.

ELECTION OF BOARD OFFICERS

Board elections were held. The results were:

Maria Warner, President

Michael Oliver, 1st VP

Kristine Wilson 2nd VP

Mary Putnam, Secretary

Clay Turner, Treasurer

APPOINTMENT OF COMMITTEE CHAIRS

Committee Chairs were appointed as follows:

Ways and Means Committee: Maria Warner

Finance Committee: Clay Turner

Outreach Committee: Mary Putnam and Michael Oliver

Architectural Committee: Kristine Wilson

GOALS FOR THE UPCOMING YEAR 2014-15

The KHG Board discussed goals for the upcoming year and agreed upon the following:

1. To work within the Ways and Means Committee to list the Davis Stirling requirements to be met, and to track KHG's progress toward meeting these requirements;
2. To develop standardized forms for reports in order to define the work to be done or problems to be solved and to have a framework to streamline the process;
3. To produce a Procedure Manual for KHG which will serve as a quick reference guide for future boards;
4. To put together an annual calendar for KHG which highlights important dates and deadlines;
and
5. To streamline the assessment collections process and investigate the use of electronic payments.

OVERVIEW OF KHG

Ms. Warner presented information to the Board regarding KHG. She discussed the timing of Board and Committee meetings and the role of the KHG Operations Manager. Ms. Warner explained the rules regarding meetings of Board members. She distributed a packet of information to each Board member.

The meeting was adjourned at 8:30 pm.

Submitted by Mary Putnam, Secretary