

By-Laws and Resolutions Committee
Meeting Minutes 12/7/15

Meeting called to order at 8:30 AM

Attendees: Doug Parks, Doug Slingerland, Dave Stevens, Jim Trummel

Meeting agenda:

1. Confirm meeting schedule
 - a. coordinate with OPA administration on meeting room
 - b. publish on OPA web site
2. Discussion on status of following resolutions
 - a. F-01, F-05, M-02, M-07
3. Discuss proposal for annual review of governing documents
4. Open discussion / Q&A

Jim Trummel noted that he is not actually a member of the committee but was in attendance to provide historical information and assist with any questions regarding transition. Doug Parks, Doug Slingerland and Dave Stevens thanked him for attending.

The committee discussed re-establishing a monthly meeting and agreed the meetings will be held on the first Monday of the month in the small conference room at 8:30 AM

Committee members reviewed background information provided by Doug Parks and discussed the status of 4 resolutions (F-01, F-05, M-02 and M-07) listed on the Ocean Pines web site page entitled Resolutions for Review.

Doug Parks noted, and Dave Stevens confirmed, that information posted on the web site for resolution F-01 was up to date and was no longer under review. Doug Parks suggested that recommendations on changes be submitted to the board for both notification and review before final action is taken. Doug Slingerland and Jim Trummel agreed and as such, it was agreed that a recommendation will be made to the board to remove F-01 from the "Resolutions for Review" page and update the description on the Book of Resolutions page on the web site.

Discussion moved to resolution F-05. Dave Stevens and Jim Trummel agreed and confirmed that the resolution was rescinded based on information contained in the minutes from the board meetings on 2/28/15 and 3/28/15. Dave Stevens suggested that we verify with Michelle Bennett that she is the "keeper" of the documents and if so, an archived copy of the rescinded resolution be kept on file for future reference.

The committee agreed to make the following recommendations regard F-05 to the board at the next meeting:

- update the hardcopy document maintained in the General Manager's office to remove this resolution in its entirety from the Book of Resolutions
- remove this resolution from the Book of Resolutions page on the web site
- remove this resolution from the Resolutions for Review page on the web site

Details regarding resolution M-02 were discussed. The document on the web site for M-02 still has the term "Boat ramps" listed in section 5a, however, the description on the web site notes that the

resolution was updated on 4/30/15. Based on the minutes from the board meeting on 4/30/15, it was noted that the proposed change to the resolution was passed. Dave Stevens provided some additional background information on previous discussions on M-02 and the ability to enforce a fee collection. Discussion amongst all committee members continued regarding the applicability of enforcement to charge non-member for the use of the amenity and whether or not there were any budget considerations.

The committee agreed to make the following recommendations regarding M-02 to the board at the next meeting:

- update the hardcopy document maintained in the General Manager's office to reflect the change voted in by the board at the meeting on 4/30/15
- update the description on the [Book of Resolutions](#) page of the web site
- remove this resolution from the [Resolutions for Review](#) page of the web site

Discussion continued with resolution M-07. Doug Parks noted that the status on the web site indicated that the resolution was sent to 2 other advisory committees and that it was to be returned to the board by 9/30/14. Doug Parks also noted that there were no indications in either of the 2 committee's meeting minutes posted on the web site that any discussion on the matter was done. Jim Trummel stated that he was unaware of any action on this resolution including whether or not the Marine Activities Advisory Committee has made any input. Dave Stevens mentioned that he had not heard back from with committee on the matter and suggested that based on the length of time and that no additional information has been presented, the committee move forward with a recommendation to notify the board of the current status and remove the reference to M-07 from the [Resolutions for Review](#) page.

Doug Parks inquired as to whether a periodic review process of the governance documents was currently in place. Jim Trummel noted a discussion from some time ago that a review of the documents was mentioned but that nothing formal had been put in place. Doug Slingerland and Dave Stevens mentioned that they were not aware of a review process.

Further discussion on the topic continued and it was decided that the committee will move forward with developing a process for periodic review of all governance documents. Jim Trummel noted some of the documents require annual review and suggested these be identified as a first step. Doug Parks and Doug Slingerland agreed and will work to have the documents identified before the January committee meeting.

Jim Trummel suggested that resolutions M-02 and M-06 be brought back to the board for review as there are several terms and conditions regarding practicality, enforcement and effect on budget. Dave Stevens provided additional background information on these as well as several other resolutions. Doug Parks and Doug Slingerland agreed to review M-02 and M-06 and have a follow up discussion at the next committee meeting.

Doug Slingerland suggested that we post information on the web site announcing that the committee is once again active and looking for additional members. Doug Parks will contact Teresa Travatello to coordinate posting the information on the web site.

Meeting was adjourned at 10:15 AM

Respectfully submitted
Doug Parks
Chairman