

Glastonbury Landowners Association
Governing Documents Committee
MINUTES

Monday, January 15, 2025 - 6:15 PM

1. Call to Order (6:15pm)

2. Meeting Attendance

2.1a Committee Members Present - Jim Timmer, Jewel Wieczorek, Alicia Dearing, Lance Rushmeyer, Leslie Everett

2.1b Landowners Present - Ryan Kinports, Jaylyn Jensen, James Everett

2.1c Discussion: It was noted at the start of the meeting that Quorum was not present so it will likely be a meeting to work on the policy rather than vote on the policy. (Note - Quorum was met later in the meeting –but no voting occurred)

3. Review Draft Code of Conduct & Ethics Policy

3.1a Alicia noted that the purpose of this committee meeting was to discuss and move forward the work on the Code of Conduct and Ethics Policy and the Conflict of Interest Policy. Leslie had prepared drafts of both policies and sent them to the committee for feedback and input. Leslie shared her screen on the zoom call to walk through the policy and discuss some of the recommended changes to the document.

3.1b The committee members walked through the document and discussed some of the proposed changes including ensuring that there was clear punitive language in the document. It was noted during the meeting that following up with bylaws amendments to ensure enforceability of the policy would be an important next step for the committee.

3.1c The committee members recommended that signing and acknowledgement of the affirmation on the last page is a condition of service on the Board and valid for a period of 12 months. They discussed the importance of ensuring the policy is reviewed and signed every 12 months, as a condition to serve on the Board, regardless if a Director is returning.

3.1d The committee members discussed the importance of having language in the document to ensure integrity in handling vendor bids. They suggested that bid information should not be shared publicly because it can affect the integrity of the bidding process. So language was included in the policy regarding Directors not disclosing this information during the bidding process.

3.1e. There was a robust discussion about establishing parameters in the policy for public communication. Leslie suggests keeping the policy focused on public communication in general and not including specific language regarding the various media used for communication might be more effective. It was suggested that Board authorization should be required for any public communications. Lance suggests broad communication terms so that it encompasses phone communication as well and all communications related to the Association. It was also suggested to put clear language that all changes to the website also need to be authorized by the Board.

3.1f There was also a robust conversation around enforcement and accountability in the policy. .

Discussed to include stronger language that could prohibit violators from being seated on future Boards and potentially lead to legal action. It was suggested that such language does not line up with our current By-Laws and which must be altered to include any such language. However, Leslie offered to do some research into the language that can be used in the document for the clause being discussed and make a suggestion to the committee via email.

4. Review Conflict of Interest Policy

4.1a Due to the length of the meeting Leslie requests everyone review the Conflict of Interest which will be revisited at another meeting. Leslie will make final edits to Code of Conduct based on the discussion and suggestions at this meeting and send out to the committee for vote to submit to the Board for review and approval before the next Board meeting.

5. Meeting adjourned at 7:35pm