

## **GRF Executive BOD Meeting February 20, 2015**

Executive meeting call by President, Carol Steinbrecher, Directors in attendance:  
Carol Steinbrecher, Pat Schoggins, Judi Brady.

Carol Steinbrecher-I am asking for a policy and forms to be created for purchases made with debit cards and credit cards to be pre-approved. When you use the debit card you turn in receipts and purchases to Karen, the office manager to document that it has been received by the association.

Two signatures are required before you buy it, then return card, items and receipts to the Office Manager. Once signed by Karen, then we will have 2 directors sign that it has been verified.

I would like to create a new policy and procedure for use of cards for purchases and approval forms, and keep the credit cards and debit under lock and key at the office.

Pat-The American Express card will be closed out at the end of February, after the cash rebate is issued.

Pat S.-presented list of kitchen items for approval, discussion and approval of purchases under dollar amount given.

Discussion of current collection procedures for delinquent dues. Request by Carol Steinbrecher for Pat, Dianna and Judi to work together to create a revised written policy regarding late letters and calls.

Meeting adjourned.