**Legal and Bylaws Committee: January 14, 2021 Minutes**

Meeting Attendees

Members Present: Joanne Machalaba, Barry Mendelsohn, Stu Joseph, Kristen Neu, Patricia Degnan, Bill Nyquist

This meeting was called to order on Thursday, January 14, 2021 at 8:08 p.m. on Zoom

Old Business

1. July 2020 Motion regarding PREDFDA and the WML election procedures (Guidelines Section S)
	1. Committee revisited this motion as there were still board members who were unsure as to which part of the motion was required by NJ.
	2. Committee went to review the Guidelines, it was not found in the Admin Guidelines, even though the board approved the motion to add this in July 2020
	3. Committee voted unanimous to bring motion to board to reaffirm that only the required portion was

New Business

1. Admin Guidelines Section W- FYI to Committee
	1. This guideline was recently added without a board motion and thus without board approval; related motion from 2017 was reviewed confirming that this is a policy change, not a guideline change
	2. L&B will keep this on our “to do” list, along with any other motions that set policies, but weren’t fully developed by L&B and motioned as a guideline
2. Reserve Study and Reserve Fund usage; committee reviewed the parameters on spending money from the Reserve Fund(Guidelines Section V)
	1. Committee clarified that the admin guidelines about reserve fund motion was written about moving CC funds to CC reserve fund; the guidelines are silent regarding POA budget line moving to cc reserve fund requiring a vote or not, since this budget line did not exist when the guideline was written.
3. Committee Member Criteria (Guidelines Section B)
	1. Do attendees need to be at the entire meeting to be able to vote? What if they leave early, or attend late? Does that count as an attended meeting?
	2. Committee discussed and decided that the committee chairs should use their judgement; a short tardiness should not be a problem, but staying for only one topic and then leaving should not count as full attendance
4. Application for family member- Changes were made to this in 2019, so this was a follow-up discussion to see if any improvements were needed; not aware of any issues, so this topic is removed from the ongoing “to do” list; can always revisit if needed

The meeting was officially adjourned at 9:59 PM.

Minutes written by Kristen Neu(Chair)
Minutes approved by Mark Kempner (OIC)

The next meetings are:
February 10, 2021 at 8pm on Zoom
March 11, 2021 at 8pm on Zoom