

November, 2020

The regular meeting of Berkeley Cooperative Enterprises, Inc. was held on **Monday, November 30th, 2020** at the community room of Berkeley Electric Cooperative in Moncks Corner, South Carolina.

The meeting was called to order by Chairman Brunson and Mr. Vandross gave the invocation.

The following directors were present at the meeting.

**Harry Brunson**  
**Willis Sanders**  
**H. Wayne DeWitt**

**Connie Shuler**  
**Henry H. Chavis, Sr.**  
**George McFadden**

**Carol Caddell**  
**Sam Gourdine**  
**Robert Vandross**

President and CEO Michael S. Fuller, Executive Administrator Ashley Edens, General Counsel, John (Jack) Williams, and the following staff; VP of Finance Joel Stevens, and VP of Berkeley Cooperative Enterprises Trena Nelson were also present at the meeting.

Chairman Brunson called for approval of the minutes of the **August 24, 2020**. Upon motion by Mr. Chavis, seconded by Mr. McFadden and unanimously passed; it was

**RESOLVED, that the Board of Directors hereby approves the minutes of the August 24, 2020, meeting as submitted.**

Chairman Brunson called for the Financial Report. Mr. Stevens discussed the financial status of Berkeley Cooperative Enterprises and Berkeley Propane Company.

Mr. Fuller called on the VP of Berkeley Cooperative Enterprises, Trena Nelson, to present an update. Ms. Nelson thanked the board for their approval of the purchase of the new propane

trucks. Ms. Nelson also reviewed over the Residential Propane Gas Supply Agreement and Container Lease Agreement.

Mr. Nelson proposed the following policies to be adopted to Berkeley Cooperative Enterprises: Policy 413-BP Employee Training Development, Policy 414-BP Uniforms and Dress Code, Policy 421-BP Attitude Spirit and Cooperation, Policy 422-BP Performance Appraisal, Policy 425-BP Confidentiality of Personnel Files and Employee Privacy Rights, Policy 428-BP Equal Employment Opportunity Nondiscrimination and Affirmative Action, Policy 429-Commerical Motor Vehicle Driver Qualifications, Policy 430-BP Disciplinary Action for Preventable Accidents and Incidents, Policy 434-BP Use of Company Vehicles, Policy 445-BP Monitoring of Communications, Policy 446-BP Use of Company Communications System and Equipment and Policy 447-BP Ethics Code. Upon a motion by Mr. Sanders, seconded by Mr. DeWitt and unanimously passed: it was

**RESOLVED, that the Board of Directors hereby approve that the following policies be adopted by Berkeley Cooperative Enterprises: Policy 413-BP Employee Training Development, Policy 414-BP Uniforms and Dress Code, Policy 421-BP Attitude Spirit and Cooperation, Policy 422-BP Performance Appraisal, Policy 425-BP Confidentiality of Personnel Files and Employee Privacy Rights, Policy 428-BP Equal Employment Opportunity Nondiscrimination and Affirmative Action, Policy 429-Commerical Motor Vehicle Driver Qualifications, Policy 430-BP Disciplinary Action for Preventable Accidents and Incidents, Policy 434-BP Use of Company Vehicles, Policy 445-BP**

**Monitoring of Communications, Policy 446-BP Use of Company Communications System  
and Equipment and Policy 447-BP Ethics Code.**

Chairman Brunson called for the Attorney's Report and Mr. Williams informed the Board of several cases which did not require any action by the board.

Chairman Brunson called for Unfinished Business. There was none.

Chairman Brunson called for New Business. There was none.

There being no further business to come before the Board, upon motion duly made, seconded and passed; the meeting was adjourned.

  
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**H. Wayne DeWitt, Chairman**

  
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**Connie Shuler, Secretary**