



EXHIBIT

APPROVED
Board of Directors
May 22, 2018

Staff Support for Meetings & Records Management For Board of Directors and Committees of the Board

Overview

Consensus of the 2018/2019 Board of Directors is that ‘communications’ is the Board’s priority for the current GVR Governance Year. Several activities are underway to address this Board priority. Activities include, but are not limited to assisting the Board and committees of the Board that includes the Board Affairs Committee; Fiscal Affairs Committee; Nominations & Elections Committee; Planning & Evaluation Committee; Ad Hoc Investment Committee; and Ad Hoc Survey Committee. Staff assistance provided may include the following tasks:

- Establishing and maintaining a Board-only, password-protected webpage with links to:
 - Agendas
 - Exhibits
 - Meeting Highlights
 - Meeting Minutes
 - Governing Documents
 - Legal Documents
 - Establishing and maintaining a governance-only calendar
- Establishing and maintaining a webpage for each Committee of the Board with links to:
 - Agendas
 - Exhibits
 - Meeting Highlights
 - Meeting Minutes
 - Committee Charges
 - Committee Rosters
 - Updating Calendars & Schedules
- Scribing meeting minutes of Board and committee meetings
- Securing facilities reservations and meeting room setups
- Posting notices of Board and committee meetings on website and via eBlast

- Preparing documents for distribution at meetings

[See full list of functions/operations and the latest schedule of Board/committee meetings, attached]

To keep personnel costs low, some internal staffing adjustments are necessary to successfully execute the aforementioned list of functions/operations and assure success of the Board’s communications priority initiatives. Anticipated staffing adjustments include reducing hours of operation of some Customer Service desks at GVR Centers with repurposing staff hours to provide support for committees of the Board, and combining the Communications Specialist and Recreation/Fitness Specialist positions. To help pay for needed additional administrative and IT staff time for the balance of 2018, the following budget adjustments (cost savings and revenue increase) are identified (estimates):

✓ Close Center Customer Service offices through summer, leaving Box Office open	\$22,500
✓ Increase in <i>GVR Now!</i> ad revenue	\$10,000
✓ Reduce funding for staff professional development	\$6,000
✓ Eliminate <i>BoardEffect</i> ™ software subscription	\$5,700
✓ Eliminate coffee & snacks at Centers and meetings	\$5,000
✓ Eliminate administrative staff overtime hours	<u>\$2,500</u>
<i>Total cost savings and revenue increase:</i>	<i>\$51,700</i>

Recommendation

Affirm support for the Board policy stated in the Corporate Policy Manual [CPM, Appendix I, Board Policies, Subsection 1. Budget Development Policy] that authorizes the CEO to shift amounts between line items in the Board-approved budget to meet current or anticipated needs and reporting to the Board any line item that is decreased or increased by more than 15% or \$15,000, whichever is greater.