



AGENDA

BOARD OF DIRECTORS MEETING

Wednesday, March 23, 2022 - 2pm

West Center Auditorium / Zoom

*Code of Conduct

Directors: Mike Zelenak (President), Nina Campfield (Vice President), Ted Boyett (Secretary), Donna Coon (Treasurer), Mark McIntosh (Assistant Secretary), Randy Howard (Assistant Treasurer), Gary Austin, Kathi Bachelor, Carol Crothers, Christine Gallegos, Bart Hillyer, Bev Lawless, Scott Somers (non-voting)

<u>AGENDA TOPIC</u>	<u>PRESENTER</u>	<u>EXHIBIT</u>	<u>ACTION</u>
1. Call to Order / Roll Call – Establish Quorum	Zelenak		
2. Amend/Adopt Agenda	Zelenak	Y	Y
3. CEO Report	Somers		
4. President Report	Zelenak		
5. Consent Agenda	Zelenak	Y	Y
A. Minutes:			
▪ BOD Regular Meeting Minutes: February 23, 2022			
▪ BOD Special Meeting Minutes: March 4, 2022			
▪ BOD Work Session Minutes: March 16, 2022			
B. Financial Statements:			
▪ February Financials			
6. Old Business			
A. Revise and Approve Revisions to CPM Parts 2 and 3	Campfield	Y	Y
7. New Business			
A. Approve the proposed 2022 Work Plan	Somers	Y	Y
B. Approve policy on video posting and archiving	Zelenak	Y	Y
C. BAC Recommendation for Board Approval to Direct the CEO and Staff to Develop and Propose a Member Rights Relating to Facility Usage by June 1, 2022.	Campfield	Y	Y
D. P&E Recommendation on Proposed Dog Park	Boyett	Y	Y
8. Committee Reports			
A. Audit	Griffin		
B. Board Affairs	Campfield		
C. Fiscal Affairs	Coon		
D. Investments	Lawless		
E. Nominations & Elections	Boyett		
F. Planning & Evaluation	Boyett		
9. Member Comments - (Limited to two (2) minutes)			
10. Adjournment			

* GVR encourages members to voice concerns and comments in a professional, business-like, and respectful manner.



MINUTES

BOARD OF DIRECTORS MEETING

Wednesday, February 23, 2022, 2pm

West Center Auditorium / Zoom

*Code of Conduct

Directors: Mike Zelenak (President), Nina Campfield (Vice President), Ted Boyett (Secretary), Donna Coon (Treasurer), Mark McIntosh (Assistant Secretary), Randy Howard (Assistant Treasurer), Kathi Bachelor, Carol Crothers, Christine Gallegos, Bart Hillyer, Bev Lawless, Scott Somers (non-voting)

Staff Present: David Jund (Facilities Director), Nanci Moyo (Administrative Supervisor), David Webster (CFO), Natalie Whitman (Communications Manager), Kris Zubicki (Recreation Services Director)

Visitors: 92 - Including support staff

AGENDA TOPIC

1. Call to Order / Roll Call – Establish Quorum

The President being in the chair and the Secretary being present.

President Zelenak called the meeting to order at 2:01pm MST. Secretary Boyett called the roll; quorum established.

2. Adopt Agenda

MOTION: Director Campfield moved, seconded to approve the Agenda with two amendments: 1) remove item G and 2) add appointment of new chair for the Audit Committee.

Passed: unanimous

3. CEO Report

- Updated accomplishments for last year: Adoption of the 5-year Strategic Plan (2022 – 2026); the Board amended and approved the mission/vision and the five high-level goals; staff added objectives and action items for the Plan, and created a 5-year work plan. Hard copies of the Strategic Plan will be available in the main centers, on the website, and with the Board Directors and committees.
- Negotiations on the Canoa Hills Clubhouse Parking lot were finalized.
- Unanimous approval from the Board on surplus calculations and cash flow needs for GVR.
- East Center pool construction continues with the plumbing and rebar added. The pool floor will be poured soon.
- The monument sign at the Pickleball Center will be completed shortly. Waiting for final permits from the County.
- Completed an unqualified audit opinion for the 2020 Annual Financial audit. Shoutout to the Financial department for doing a great job.
- The budget document has been expanded this year to include more information from each department. This will be on the website.
- Continue discussions on space allocation for clubs and utilizing existing space more efficiently. Desert Hills fitness facility will be expanded and improved. Staff has discussed this with

architects and a meeting with volunteers for the space is scheduled. The design plans will be brought back to the Board with cost estimates. There is a motion at this meeting to greenlight the Desert Hills Fitness project and the Canoa Hills improvement.

4. **President Report**

President Zelenak announced Director Connie Griffin resigned from the Board effective February 23, 2022. He thanked Director Griffin for her service. Due to her resignation an Audit Chair will need to be appointed. The Bylaws will be followed to appoint a new director.

5. **Consent Agenda**

MOTION: Director Campfield moved, seconded to approve the Consent Agenda.

Passed: unanimous

A. Minutes:

- BOD Regular Meeting Minutes: January 26, 2022
- BOD Special Meeting Minutes: February 7, 2022
- BOD Work Session Minutes: February 16, 2022

B. Financial Statements:

- Preliminary January 2022

6. **New Business:**

Added Item: Appoint a Chair of the Audit Committee

MOTION: President Zelenak moved, seconded to appoint Kathi Bachelor as the Audit Chair.

Passed: 9 / 1 abstained (Bachelor)

A. MAP Report of Assistance for 2022

David Webster, CFO, reviewed the Member Assistance Program (MAP) which helps members pay their GVR dues. The donated money comes from members helping other members by donating directly to GVR, or donating to GVR Foundation for MAP. Other sources of money come from White Elephant, a GVR yard sale, and raw materials for recycling. MAP recipients applied for the MAP program and must be in good standing with GVR.

B. Approve Electrical Vehicle Charging Station at West Center

MOTION: Director Coon moved, seconded to direct staff to move forward with developing the scope of work and cost options of the TEP-approved West Center Electric Vehicle Charging Station project design. Bring options and preliminary cost estimates to a future regular meeting of the Board of Directors.

MOTION TO AMEND: Director Crothers moved, seconded to amend the motion to capture the analysis of employee-owned vehicles versus fleet vehicles, and cost benefit analysis of the charging stations including the faster chargers.

AMENDMENT TO THE AMENDMENT: Director Lawless moved, seconded to have research for the faster charging stations, the amount it would cost GVR, and understand TEP incentives for the faster chargers.

Passed amendments: unanimous

Amended Motion Passed: unanimous

Amended Motion: Direct staff to move forward with developing the scope of work and cost options of the TEP-approved West Center Electric Vehicle Charging Station project design. Bring options and preliminary cost estimates to a future regular meeting of the Board of Directors. Also, include an analysis of employee-owned vehicles versus fleet vehicles, cost benefit analysis of the charging stations including the faster chargers, research for the faster charging stations, the amount it would cost GVR, and understand the TEP incentives for the faster chargers.

- C. Desert Hills Fitness Expansion, and Temporary Improvements to Canoa Hills Clubhouse

MOTION: Director Gallegos moved, seconded to accept the P&E Committee's recommendations to make minimal improvements to the upper level of the Canoa Hills Clubhouse, a usable drop-in space for GVR Members, and to remodel the shuffleboard courts at Desert Hills to a Health/Fitness Facility.

MOTION TO AMEND: Director Crothers moved, seconded to add to Desert Hills Fitness Facility monthly progress reports once the scope and costs are identified, and a proposal to speed up the project to complete this year.

AMENDMENT TO THE AMENDMENT: Director Gallegos moved, seconded to strike speed up from the Motion to Amend.

Amendment to the Amendment Passed: 8 yes / 2 no (Coon, Howard)

Motion to Amend Passed: 7 yes / 3 no (Bachelor, Coon, Howard)

Amended Motion: Accept P&E Committee's recommendations to make minimal improvements to the upper level of the Canoa Hills Clubhouse, a usable drop-in space for GVR Members, and to remodel the shuffleboard courts at Desert Hills to a Health/Fitness Facility, and to add monthly progress reports once the scope and cost are identified, and to complete the project this year.

- D. Prevention and Protection Plan Included in GVR's Risk Management Plan

MOTION: Director Boyett moved, seconded that GVR employees, officials, or members that become aware of any language and/or behavior that threatens life, bodily harm, injury and/or property damage, are required to report the threat to GVR officials. If the threat is imminent, GVR employees must call emergency services (911) immediately. If the threat is not imminent, GVR employees shall report it to management as soon as it becomes safe to do so. When notified of a threat, management will report the threat to local authorities. GVR members are to immediately report a threat to GVR employees, and if the threat is imminent, immediately report it to emergency services (911) as well.

In all cases those facing a threat should first take protective and defensive action for themselves and the intended target(s) of the threat.

Additionally, GVR staff is here by authorized to develop a Prevention and Protection Plan to capture these safety steps, as well as other safety measures as deemed necessary. This document shall be included within GVR's Risk Management Plan.

Passed: 6 yes / 5 no (Bachelor, Campfield, Crothers, Gallegos, Hillyer)

- E. Approve Rewording of CPM Part 2, Section 2.1.2.b
MOTION: Director Lawless moved, seconded to approve Part 2, Section 2.1.2.b as “Integration with Programs and Services – The Strategic Plan and Capital Plan shall be approved by the Board and provided to Board committees, CEO, and GVR staff.” Move this whole section to 2.1.1.

MOTION TO AMEND: Director Bachelor moved, seconded to delete the motion proposed.

**Director Boyett moved, seconded to postpone this to a meeting to be determined.
Passed: 9 yes / 1 no (Campfield)**

- F. Review and Approval of CPM Parts 2, 3, and 4
**MOTION: Director Crothers moved, seconded to postpone to a future date.
Passed: unanimous**

~~G. Approve Board Affairs Recommendation for the Board to Direct Staff to 1) Re-evaluate GVR’s Media and Public Access Policies, and 2) Develop a Member’s Rights Policy~~

7. Committee Reports

- A. Audit – David Webster, CFO, reported (received and placed on file).
- B. Board Affairs – Committee Chair Campfield reported (received and placed on file).
- C. Fiscal Affairs – Committee Chair Coon reported (received and placed on file).
- D. Investments – Committee Chair Lawless reported (received and placed on file).
- E. Nominations & Elections – Committee Chair Boyett reported (received and placed on file).
- F. Planning & Evaluation – Committee Chair Boyett reported (received and placed on file).

8. Member Comments - Member comments were received from the audience.

9. Adjournment

**MOTION: Director Crothers moved, seconded to adjourn the meeting at 4:00pm MST.
Passed: unanimous**



MINUTES

BOARD OF DIRECTORS SPECIAL MEETING

Friday, March 4, 2022 - 2pm
 West Center Auditorium / Zoom
 *Code of Conduct

Directors: Mike Zelenak (President), Nina Campfield (Vice President), Ted Boyett (Secretary), Donna Coon (Treasurer), Mark McIntosh (Assistant Secretary), Randy Howard (Assistant Treasurer), Gary Austin, Kathi Bachelor, Carol Crothers, Christine Gallegos, Bart Hillyer, Bev Lawless, Scott Somers (non-voting)

AGENDA TOPIC

1. Call to Order / Roll Call – Establish Quorum

The President being in the chair and the Secretary being present.
 President Zelenak called the meeting to order at 2:00pm MST. Secretary Boyett called the roll; quorum established.

2. Adopt or Amend Agenda

MOTION: Director Bart Hillyer moved, seconded to postpone this Agenda to April 2022 meeting.
Failed: 6 yes (Austin, Bachelor, Crothers, Gallegos, Hillyer, Howard) / 6 no

MOTION: Director Campfield moved, seconded to approve the Agenda.
Passed: 7 yes / 5 no (Austin, Bachelor, Crothers, Gallegos, Hillyer)

3. New Business

A. Review CPM Parts 2 - 10, excluding Part 5

Part 10 Miscellaneous:

MOTION: Director Campfield moved, seconded to Approve Part 10 of the CPM as recommended by Board Affairs Committee and pending legal review.

MOTION TO AMEND: Director Crothers moved, seconded to ask the administration and staff to look at this section to see if it can be made clearer and bring back before the Board in a reasonable time.

Motion to Amend Failed: 4 yes (Austin, Bachelor, Crothers, Hillyer) / 8 no

Motion Passed: 7 yes / 4 no (Austin, Bachelor, Crothers, Hillyer)

Part 9 Human Resources:

MOTION: Director Campfield moved, seconded to Approve Part 9 of the CPM as recommended by Board Affairs Committee and pending legal review.

MOTION TO AMEND: Director Crothers moved, seconded to ask the CEO to take charge of this section and come back to the Board in a reasonable amount of time with any changes.
Motion to Amend Failed: 4 yes (Austin, Bachelor, Crothers, Hillyer) / 7 no (President Zelenak did not vote).

Motion Passed: 8 yes / 2 no (Austin, Hillyer)

Part 8 Risk Management:

MOTION: Director Campfield moved, seconded to Approve Part 8 of the CPM as recommended by Board Affairs Committee and pending legal review.

MOTION TO AMEND: Director Hillyer moved, seconded to add the word volunteers on 8.2.5 following word employees and before agents.

Motion to Amend Passed: 8 yes / 3 no (Coon, Howard, Lawless)

Motion Passed: unanimous

Part 7 Communications:

MOTION: Director Campfield moved, seconded to Approve Part 7 of the CPM as recommended by Board Affairs Committee.

MOTION TO AMEND: Director Bachelor moved, seconded to postpone Part 7 to a later date (within six months) and have staff review it to make a recommendation to the Board.

Passed: 10 yes / 1 no (Campfield)

Part 6 GVR Programs and Clubs:

MOTION: Director Campfield moved, seconded to Approve Part 6 of the CPM as recommended by Board Affairs Committee.

MOTION TO AMEND: Director Crothers moved, seconded to postpone Part 6 to create a comprehensive section to a time that works with the CEO and staff (within six months).

Motion to Amend Failed: 4 yes (Austin, Bachelor, Crothers, Hillyer) / 7 no

Motion Passed: 7 yes / 4 no (Austin, Bachelor, Crothers, Hillyer)

Part 4 CEO:

MOTION: Director Campfield moved, seconded to Approve Part 4 of the CPM as recommended by Board Affairs Committee.

MOTION TO AMEND: Director Bachelor moved, seconded the whole section of Part 4 be postponed for six months for staff and incoming board to work on to come to an agreement for both parties.

Motion to Amend Passed: 10 yes / 1 no (Campfield)

4. **Member Comments** – Member comments were received at the meeting and on Zoom.

5. **Adjournment**

MOTION: Director Campfield moved, seconded to adjourn the meeting at 4:03pm MST.

Passed: unanimous



MINUTES

BOARD OF DIRECTORS WORK SESSION

Wednesday, March 16, 2022, 2:00pm

WC Auditorium/Zoom

*Code of Conduct

Directors: Mike Zelenak (President), Nina Campfield (Vice President), Ted Boyett (Secretary), Donna Coon (Treasurer), Mark McIntosh (Assistant Secretary), Randy Howard (Assistant Treasurer), Kathi Bachelor, Carol Crothers, Christine Gallegos, Bart Hillyer, Bev Lawless, Scott Somers (non-voting)

Absent: Gary Austin

Staff Present: David Jund (Facilities Director), Nanci Moyo (Administrative Supervisor), David Webster (CFO), Natalie Whitman (Communications Manager), Kris Zubicki (Recreation Services Director)

Visitors: 17

Work Session Called to Order at 2:00pm by President Zelenak.

AGENDA TOPIC

1. Presentation on Desert Hills Fitness Project

David Jund, Facilities Director, reviewed the Desert Hills Fitness project. Highlights include:

- The high-level concept drawings currently show a front desk, two cardio areas, warm up/stretch area, spin studio, multipurpose studio, strength area with TRX bands, and circuit training area.
- Equipment and hours of operation are still being considered.
- When the RFP goes out it will ask for bids with the spin studio and without the spin studio.
- The Board has budgeted \$300,000 for 2022 and another \$300,000 for 2023.
- The floor plan can be adjusted as the project goes forward.

** GVR encourages the Board and members to voice concerns and comments in a professional, business-like, and respectful manner.*

2. Presentation on the Proposed 2022 Work Plan

Scott Somers, CEO, presented the proposed 2022 Work Plan. The Strategic Plan is tied to the Work Plan and dictates the projects that are in the Work Plan. The mission is the why of the organization and the purpose. The vision is aspirational and pushes GVR to move forward with this in mind. Highlights include:

- Under Communications 3.2.1 bullet states: "With department heads, develop a "behind the scenes at GVR" program for potential governance volunteers." This would be a communication program open to members to gain a greater understanding of GVR behind the scenes and educate volunteer leaders.
- Add research and find solutions to decrease membership and guest card misuse.
- Add update and present memo on personnel costs vs. revenue.
- The reason the transition of the Maintenance Repair and Replace Reserve Study moves from Facilities to Finance is it involves finances and financial work, and is not only facilities related, but could be recreation related.
- Reporting on the accomplishments of the Strategic Plan and Work Plan can be done monthly by reviewing big topics and capital projects to keep people informed.

3. Discussion on Meeting Videos and Archiving

Highlights of the discussion include:

- The Board Affairs Committee passed a motion on November 9, 2021 to record meetings for staff to draft accurate minutes and the recording would be deleted.
- Legal counsel recommended that GVR not post video recordings of board or committee meetings. Liability for posting publicly is the concern.
- The videos are helpful to listen to after the meetings or at a later time.
- Members have requested the videos remain available for viewing at later dates.

4. Adjournment:

**MOTION: Director Howard moved, seconded to adjourn the meeting at 3:55pm.
Passed: unanimous**

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Green Valley Recreation, Inc.

CONSOLIDATED FINANCIAL STATEMENTS

The accompanying pages are the Financial Reports for February 28, 2022. The four statements

Statement of Financial Position.

This is also known as a Balance Sheet or the Statement of Net Assets.

Statement of Activities

Also known as an Income and Expense statement. This report shows the types of Income, the categories of expense and the unrealized Investment Market changes for the year to date. The bottom line in this report is the net for all the reserve accounts maintained by GVR.

Statement of Changes in Net Assets

This report displays the financial activity of the four reserves that make up the Net Assets of Green Valley Recreation. These reserves are:

Unrestricted - These net assets include the Fixed Assets (land, buildings and equipment), undesignated current assets less the current liabilities and deferred revenue items.

Emergency - Designated by the Board of Directors, this reserve is held to provide liquidity when needed for operational emergencies.

Maint - Repair - Replacement - designated by the Board of Directors, this reserve is the accumulation of assets in support of the Reserve Study which is mandated for Common Interest Realty Associations like Green Valley Recreation. Annual amounts are budgeted and transferred into this reserve for the purposes of the name of this reserve.

MRR-B Pools and Spas - Board designated reserve for end of life replacement of Pools and Spas

Initiatives - This reserve is designated by the Board of Directors to help with the funding for new programs that evolve from member interests and demands. Innovation in programming enables GVR to respond to member expectations.

Investment Portfolios

This report displays the market values of investments at the beginning of the year, the dollar amounts of changes that occurred from January 1st to the date of the financial statements. The unrealized gain or loss on market value changes is shown on a separate line to result in the market value of investments as of the reporting month end. The investments related to each of the Reserves (Unrestricted and Designated) are included in separate columns.



Green Valley Recreation, Inc. Statement of Financial Position

As of Date: February 28, 2022 and Dec 31, 2021

	February 28, 2022	Dec 31, 2021
	Total	Total
ASSETS		
Current Assets		
Cash/Cash Equivalents	805,652	3,759,784
Accounts Receivable	654,254	237,269
Prepaid Expenses	142,278	226,382
Maintenance Inventory	23,044	-
Designated Investments (Charles S./SBH)		
Emergency - Fund	1,072,496 (1)	1,170,653 (18)
MRR - Fund	8,681,594 (2)	8,025,718 (19)
Initiatives - Fund	2,212,205 (3)	2,166,737 (20)
Pools & Spas - Fund	1,254,551 (4)	1,083,705 (21)
Total Designated Investments (CS/SBH)	13,220,846 (5)	12,446,813 (22)
Undesignated Invest. (JP Morgan Long Term)	1,521,828 (6)	- (23)
Undesignated Invest. (JP Morgan)	3,950,278 (7)	2,809,726 (24)
Investments	18,692,953 (8)	15,256,539 (25)
Total Current Assets	20,318,182	19,479,973
Fixed Assets		
Contributed Fixed Assets	18,017,085	18,017,085
Purchased fixed Assets	25,510,155	25,169,228
Sub-Total	43,527,240	43,186,312
Less - Accumulated Depreciation	(25,469,159)	(25,196,228)
Net Fixed Assets	18,058,081 (9)	17,990,084 (26)
Total Assets	38,376,264	37,470,057
LIABILITIES		
Current Liabilities		
Accounts Payable	346,085	354,074
Deferred Dues Fees & Programs	5,885,748	4,673,666
Accrued Payroll	178,044	169,633
Compensation Liability	6,094	30,471
Notes Payable	99,000	99,000
MCF Refund Liability	287,232	293,328
Total Current Liabilities	6,802,204	5,620,172
TOTAL NET ASSETS	31,574,060 (10)	31,849,885 (27)
NET ASSETS		
Temporarily Designated:		
Board Designated:		
Emergency	1,072,496 (11)	1,170,653 (28)
Maint - Repair - Replacement	8,681,594 (12)	8,025,718 (29)
Initiatives	2,212,205 (13)	2,166,737 (30)
Pools	1,254,551 (14)	1,083,705 (31)
Sub-Total	13,220,846 (15)	12,446,813
Unrestricted Net Assets	18,629,038	19,403,072
Net change Year-to-Date	(275,825) (16)	-
Unrestricted Net Assets	18,353,214 (17)	19,403,072
TOTAL NET ASSETS	31,574,060	31,849,885



GREEN VALLEY RECREATION, INC.

Green Valley Recreation, Inc. Summary Statement of Activities

YTD Period: 2 month period ending February 28, 2022

FY Budget Period: Jan 1, 2022 - Dec 31, 2022

	PRIOR YEAR COMPARISON				%	BUDGET COMPARISON				%	Fiscal Year Budget	Remaining FY Budget
	2021 YTD Actual	2022 YTD Actual	Year to Year Variance			YTD Actual	YTD Budget	YTD Variance				
Revenue												
Member Dues	1,158,116	1,162,774	4,658	0%	1,162,774	1,157,797	4,977	0.4%	6,946,780	5,784,006		
LC, Trans., Crd Fees.	106,267	186,903	80,636	76%	186,903	114,857	72,046	63%	725,215	538,312		
Capital Revenue	424,431	572,249	147,818	35%	572,249	448,761	123,488	28%	3,094,570	2,522,321		
Programs	2,134	34,155	32,021	1,500%	34,155	72,634	(38,479)	(53%)	203,246	169,091		
Instructional	38,303	96,318	58,015	151%	96,318	140,647	(44,329)	(32%)	340,329	244,011		
Recreational Revenue	40,437	130,473	90,035	223%	130,473	213,281	(82,808)	(39%)	543,575	413,102		
Investment Income	48,559	56,630	8,070	17%	56,630	48,523	8,107	17%	279,432	222,803		
Advertising Income	14,583	-	(14,583)	(100%)	-	-	-	0%	-	-		
Cell Tower Lease Inc.	6,895	4,688	(2,207)	(32%)	4,688	6,583	(1,896)	(29%)	41,368	36,680		
Comm. Revenue	21,477	4,688	(16,790)	(78%)	4,688	6,583	(1,896)	(29%)	41,368	36,680		
Other Income	10,481	47,623	37,142	354%	47,623	15,649	31,974	204%	55,573	7,950		
Facility Rent	-	3,200	3,200	0%	3,200	884	2,316	262%	6,000	2,800		
Marketing Events	-	-	-	0%	-	-	-	0%	-	-		
In-Kind Contributions	-	-	-	0%	-	-	-	0%	-	-		
Contributed Income	-	-	-	0%	-	-	-	0%	-	-		
Other Revenue	10,481	50,823	40,342	385%	50,823	16,533	34,290	207%	61,573	10,750		
Total Revenue	1,809,769	2,164,539	354,770	20%	2,164,539	2,006,334	158,205	7.9%	11,692,513	9,527,974		
Expenses												
Major Proj.-Rep. & Maint.	32,518	26,949	5,569	17%	26,949	43,213	16,264	38%	542,035	515,086		
Facility Maintenance	22,563	26,142	(3,578)	(16%)	26,142	20,668	(5,474)	(26%)	170,994	144,852		
Fees & Assessments	3,440	4,085	(645)	(19%)	4,085	6,057	1,972	33%	38,134	34,049		
Utilities	109,616	190,435	(80,819)	(74%)	190,435	164,598	(25,837)	(16%)	871,224	680,789		
Depreciation	278,642	272,931	5,711	2%	272,931	293,164	20,233	7%	1,706,610	1,433,679		
Furniture & Equipment	31,323	51,433	(20,111)	(64%)	51,433	49,092	(2,341)	(5%)	248,684	197,251		
Vehicles	10,544	10,614	(70)	(1%)	10,614	11,748	1,134	10%	76,620	66,006		
Facilities & Equipment	488,646	582,589	(93,944)	(19%)	582,589	588,540	5,950	1%	3,654,301	3,071,712		
Wages	634,320	599,229	35,091	6%	599,229	662,709	63,480	10%	4,210,760	3,611,531		
Payroll Taxes	53,653	53,712	(59)	(0%)	53,712	55,542	1,830	3%	337,618	283,907		
Benefits	159,292	175,774	(16,481)	(10%)	175,774	177,972	2,198	1%	993,020	817,246		
Personnel	847,266	828,715	18,551	2%	828,715	896,224	67,509	7.5%	5,541,399	4,712,684		
Food & Catering	893	5,900	(5,007)	(561%)	5,900	6,936	1,036	15%	40,319	34,419		
Recreation Contracts	22,197	117,190	(94,994)	(428%)	117,190	105,301	(11,889)	(11%)	422,853	305,663		
Bank & Credit Card Fees	32,919	43,552	(10,632)	(32%)	43,552	48,513	4,962	10%	73,900	30,348		
Program	56,009	166,642	(110,633)	(198%)	166,642	160,750	(5,892)	(4%)	537,072	370,430		
Communications	16,470	19,134	(2,665)	(16%)	19,134	19,087	(47)	(0%)	114,045	94,911		
Printing	14,548	6,228	8,320	57%	6,228	21,333	15,105	71%	82,200	75,972		
Advertising	-	4,450	(4,450)	0%	4,450	7,250	2,800	39%	33,500	29,050		
Communications	31,017	29,812	1,205	4%	29,812	47,670	17,858	37%	229,745	199,933		
Supplies	33,687	44,643	(10,957)	(33%)	44,643	41,440	(3,203)	(8%)	289,808	245,165		
Postage	751	1,122	(371)	(49%)	1,122	7,179	6,057	84%	15,087	13,965		
Dues & Subscriptions	1,761	2,195	(434)	(25%)	2,195	3,689	1,494	41%	12,045	9,850		
Travel & Entertainment	-	2	(2)	0%	2	1,000	998	100%	11,320	11,318		
Other Operating Expense	9,428	3,103	6,324	67%	3,103	4,100	997	24%	152,944	149,841		
Operations	45,627	51,066	(5,439)	(12%)	51,066	57,409	6,343	11%	481,204	430,138		
Information Technology	3,768	3,633	135	4%	3,633	17,145	13,512	79%	123,798	120,165		
Professional Fees	48,457	35,177	13,280	27%	35,177	85,399	50,222	59%	304,200	269,023		
Commercial Insurance	52,764	54,928	(2,164)	(4%)	54,928	58,787	3,859	7%	329,075	274,147		
Taxes	9,826	-	9,826	100%	-	3,699	3,699	100%	18,566	18,566		
Conferences & Training	-	2,222	(2,222)	0%	2,222	1,307	(915)	(70%)	43,100	40,878		
Employee Recognition	29	47	(18)	(62%)	47	3,333	3,287	99%	20,000	19,953		
Provision for Bad Debt	-	-	-	0%	-	-	-	0%	-	-		
Corporate Expenses	114,845	96,006	18,838	16%	96,006	169,670	73,664	43.4%	838,739	742,733		
Expenses	1,583,410	1,754,830	(171,421)	(11%)	1,754,830	1,920,262	165,432	9%	11,282,460	9,527,630		
Gross surplus(Rev-Exp)	226,359	409,709	183,349	81%	409,709	86,072	323,637		410,053	345		
Net. Gain/Loss on Invest.	(58,932)	(685,533)	(626,601)		(685,533)	-	(685,533)		-	685,533		
Net from Operations	167,428	(275,825)	(443,252)	(265%)	(275,825)	86,072	(361,897)		410,053	685,878		



Green Valley Recreation, Inc.
Statement of Changes in Net Assets
As of Date: February 28, 2022 and Dec 31, 2021

	Totals	Unrestricted		Emergency Reserve Fund	Maint - Repair - Replacement Reserve Fund	Initiatives Reserve Fund	Pools & Spas Reserve Fund
		Unrestricted	Fixed Assets				
Net change in net assets-GVR	(275,825) ⁽¹⁶⁾	(275,825)	-	-	-	-	-
Transfers between unrestricted and reserves:							
Reserve Study Allocation	-	-	-	-	-	-	-
Principal Transfers	(270,472)	(1,519,290)	-	-	1,132,047	116,771	270,472
Depreciation	-	272,931	(272,931)	-	-	-	-
Disposal of Fixed Assets	-	-	-	-	-	-	-
Purchase & Contributed Fixed Assets	-	(103,685)	340,928	-	(55,995)	-	(181,248)
Withdrawals	(84,233)	(62,404)	-	-	(21,828)	-	84,233
-		-					
Allocations of Net Change components:							
Investment income	-	(31,715)	-	1,548	25,982	4,163	21
Investment Expenses	-	18,862	-	(1,527)	(14,078)	(3,257)	-
Net Gains (Losses) in Investments	2,632	583,270	-	(98,179)	(410,251)	(72,209)	(2,632)
Net Change to February 28, 2022	(275,825) ⁽¹⁶⁾	(1,117,855)	67,997	(98,158)	655,877	45,469	170,846
Net Assets at, Dec 31, 2021	31,849,885 ⁽²⁷⁾	1,412,988	17,990,084 ⁽²⁶⁾	1,170,653 ⁽²⁸⁾	8,025,718 ⁽²⁹⁾	2,166,737 ⁽³⁰⁾	1,083,705 ⁽³¹⁾
Net Assets as at, February 28, 2022	31,574,060 ⁽¹⁰⁾	295,132	18,058,081 ⁽⁹⁾	1,072,496 ⁽¹¹⁾	8,681,594 ⁽¹²⁾	2,212,205 ⁽¹³⁾	1,254,551 ⁽¹⁴⁾
		18,353,214 ⁽¹⁷⁾			13,220,846 ⁽¹⁵⁾		

Footnotes refer to Statement of Financial Position and Statement of Activities



Green Valley Recreation, Inc.
Investment Portfolios
Changes and Market Values
Beginning of Year and Current Month End

	Totals	Unrestricted	Emergency Reserve Fund	Maint - Repair - Replace Reserve Fund	Initiatives Reserve Fund	Pools & Spas Reserve Fund
Balance Dec 31, 2021 (at Market)	15,256,539 (25)	2,809,726 (24)	1,170,653 (18)	8,025,718 (19)	2,166,737 (20)	1,083,705 (21)
Changes since Jan 1, 2021:						
Principal additions	5,119,290	3,600,000	-	1,132,047	116,771	270,472
Investment income	36,358	4,644	1,548	25,982	4,163	21
Withdrawals	(1,014,839)	(840,000)	-	(77,824)	-	(97,015)
Investment Expenses	(18,862)	-	(1,527)	(14,078)	(3,257)	-
Net Change for 2 Months	4,121,947	2,764,644	21	1,066,127	117,678	173,478
Balance before Market Change at February 28, 2022	19,378,486	5,574,369	1,170,674	9,091,845	2,284,414	1,257,183
2 Months Net Change in Investments Gain/(Loss)	(685,533)	(102,263)	(98,179)	(410,251)	(72,209)	(2,632)
Balance at February 28, 2022 (at Market)	\$ 18,692,953 (8)	5,472,106 (7)	1,072,495.59 (1)	8,681,594 (2)	2,212,205 (3)	1,254,551 (4)

13,220,846 (15)

Footnotes refer to Statement of Financial Position and Statement of Activities



Green Valley Recreation, Inc.

Board of Directors Regular Meeting

Approve CPM Amendments, Parts 2 and 3

Prepared By: Nanci Moyo, Administrative Supervisor **Meeting Date:** March 23, 2022
Presented By: Nina Campfield **Consent Agenda:** No

<p>Originating Committee: Board Affairs Committee</p>
<p>Background: The Board Affairs Committee has been working to amend the Corporate Policy Manual by re-organizing, removing redundancies, eliminating conflicting items and removing items that are inconsistent with the Bylaws or Arizona Revised Statutes. These amended sections include all changes that have been made since the original re-organization was made in June of 2021.</p> <p>The changes presented by BAC have been approved by legal counsel.</p> <p>The BAC recommends the board approves Part 2 and 3.</p>
<p>Motion: Move that Parts 2 and 3 of the amended CPM, as approved by the Board Affairs Committee, be approved.</p>
<p>Strategic Plan Focus Area: Goal 5 – Good Governance</p>
<p>Attachments: Redlined Versions: CPM Part 3 Committees CPM Part 2 Board of Directors</p> <p>Clean Version: CPM Part 3 Committees CPM Part 2 Board of Directors</p> <p>Revision Notes: CPM Part 3 Committees CPM Part 2 Board of Directors</p>

PART 2

BOARD OF DIRECTORS

SECTION 1 ~~1~~ POWERS, DUTIES, AND RESPONSIBILITIES

~~2.1.1 Responsibilities.~~ The Board is responsible for governing in a manner that emphasizes strategic leadership rather than administrative detail. It is to be proactive in its decision making and maintain a clear delineation between staff and Board roles. In this spirit, the Board will:

Develop and approve an **2.1.1 Responsibilities**

1. Participate in development, review and approval of annual ~~budget~~budgets and ensure proper financial controls are in place.
2. Recruit ~~and orient~~candidates, ensure orientation of new Board members and assess Board performance.
- ~~3. Select and evaluate the Chief Executive officer on at least an annual basis.~~
- ~~4. Focus on the intended long-term goals of the organization, not on the administrative or programmatic means of attaining these goals.~~
- ~~5.~~3. Establish~~Evaluate~~ and establish policies which address~~addressing~~ (a) the ~~products/services~~ (based on needs vs costs vs member benefits). ~~(b) Ethical and other boundaries for which the staff shall be held accountable, (c) Board~~Board and Committee roles and responsibilities, and ~~(d)~~ Board/Committee/staff relationship.
- ~~6. Discipline itself as to attendance, speak with one voice and adhere to policy governance.~~
- ~~7. Be accountable to the membership by competently, conscientiously and effectively executing its governing obligations.~~

2.1.2. ~~1~~ Powers of The Board ~~—updated 5/24/2017~~

1. ~~The Board shall be the governing Board of Directors of GVR, establishing policies and monitoring compliance with those policies. The Board shall participate~~In addition to the powers of the Board as set forth in the Bylaws or otherwise authorized by state law, the Board shall also have the power to do the following:
 - ~~2.1.~~ Participate in developing, tracking and maintaining a "5 Year Strategic Plan" (Strategic Plan)" and "5-Year Capital Plan" (Capital Plan)" to assist GVR in shaping its future. ~~The Strategic~~

~~Plan and its annual update shall help drive the 5-year plan for GVR.~~ Towards that end, the following policies are an integral part of the plan:

- a. Annual Strategic Plan Updating – Each year the Board shall review and update the Strategic Plan and carry it forward one additional year.
- b. Integration with Programs and Services – The Strategic Plan and ~~5-Year~~Capital Plan shall be approved by the Board and provided to Board committees, CEO, and GVR staff to facilitate the development of policy recommendations by committees and action plans by the CEO and staff which pursue the fulfillment of plan objectives.
- c. Integration with the Budget Process – The objectives contained in the GVR ~~5-year plan~~Strategic Plan shall provide the primary basis upon which annual budget recommendations are made.
- d. Progress Updates to the Board – ~~The 5-year~~Strategic plan shall be a standing element report of Board and Board committee meetings, relevant to the charge of each particular committee. Written status ~~papers~~reports will be provided to the Board ~~prior to annual retreats~~at least annually.

2.1.3 ~~Director~~ Principles of Governance

The Board is responsible for governing in a manner that emphasizes strategic leadership rather than administrative detail, with focus on the intended long-term goals of the organization rather than the administrative or programmatic means of attaining these goals. It is to be proactive in its decision-making and maintain a clear delineation between staff, Board and Committee roles (see Part 3 – Committees). In this spirit, the Board will:

1. Discipline itself as to attendance, speak with one voice and adhere to the principles of good governance as established herein.
2. Be responsible to the membership by competently, conscientiously and effectively executing its governing obligations.
3. Govern with an emphasis on the following: (a) outward vision rather than internal processes, (b) encouragement of diversity in viewpoints, (c) strategic leadership rather than administrative detail, (d) clear distinction of CEO and BOD roles, (e) collective rather than individual decisions, (f) future rather than past or present, and (g) striving to be proactive rather than reactive.

2.1.4 Vacancies

1. Any vacancy on the Board of Directors, shall, if possible, be filled by an unsuccessful candidate from the most ~~recent election. Priority will be given to the candidate who received the higher number of votes.~~recently completed election.
2. The Board President will contact unsuccessful candidates in ~~an~~the order ~~based on~~of the number of votes each received, ~~(from highest to lowest),~~ to determine willingness to fill the ~~Board~~-vacancy.
3. If there is no unsuccessful candidate from the most ~~recent~~recently completed election who is willing and able to serve as a ~~Successor Director~~successor director, the Nominations & Elections Committee shall recruit individuals from among regular members in good standing to ~~serve as a Successor Director~~fill the vacancy, and will present a slate of candidates to the Board of Directors.
4. Candidates for the ~~Successor Director~~vacant position shall:
 - a. Complete an application and answers to a list of questions prepared by the Nominations & Elections Committee for Board consideration, and
 - b. Address the Board prior to the election of the Successor Director at a meeting of the Board of Directors where the election of ~~Successor Director~~the director shall occur.
5. The Board will vote by secret ballot to elect ~~a Successor Director~~the director from among the slate of candidates presented by the Nominations & Elections Committee.

SECTION 2—. OFFICER ELECTIONS

2.2.1 — General

1. Election of Board officers will be done by secret ballot. This is applicable to both the nominating ballots and the electing ballots.
- 1.2. Nominations from the floor will not be accepted.
- 2.3. Election for each office follows its seniority in the Bylaws: President, Vice President, Secretary, Treasurer, Assistant Secretary, and Assistant Treasurer.
- 3.4. The present President, or in his/her stead, the ~~Chief Executive officer~~CEO shall administer the election until the new President has been elected.

2.2.2 The Nominating Ballot

1. The President (chair) will ask that nominating ballots be distributed to each Director.
2. Each Director receiving a vote is nominated for that office.
3. A nominating ballot cannot take the place of an electing ballot.
4. Board members may nominate themselves for any Board office.
5. Nominees must verbally indicate their willingness to serve before the electing ballot is distributed.
6. The chair will announce the names of the nominees and the number of nominations each received prior to the distribution of electing ballots.

2.2.3 The Electing Ballot

1. A nominee is considered "elected" if he/she receives a plurality of the votes cast.
2. Balloting ~~should~~**shall** be repeated as many times as necessary to obtain a plurality vote for one candidate. The nominee receiving the lowest number of votes is never removed from the next ballot.
3. If a stalemate persists, the rules may be suspended in order to consider alternatives such as eliminating the candidate with the lowest number of votes. The motion to suspend the rules is not debatable and requires a 2/3 vote to pass.

SECTION 3— BOARD MEETINGS AND WORK SESSIONS

~~2.3.1. Rules of Order for Agenda Preparation — Adopted 06/03/14~~

2.3.1 RULES OF ORDER FOR AGENDA PREPARATION

1. Items for agenda consideration are submitted in writing to the President and CEO (or their respective designee) by 12p.m. (noon) six (6) business days prior to the date of the Board meeting or Work Session.
 - a) Exhibits submitted by Board members must include any motion background materials, recommended action, and rationale required for an understanding of the issue.
 - b) Board members may request that the President place items on a Board meeting agenda at any time. If the deadline for agenda preparation is not met, the item will be placed on the next Board meeting agenda.

- c) If there is no action item, the President may put the subject on the agenda of a work session.
 - d) The President shall accept all appropriate agenda items that are submitted with written justification.
2. A proposed meeting agenda is developed by the Board President and CEO by close of business four (4) business days prior to the Board meeting. The proposed agenda is distributed to Directors ~~either~~ via email and/or by placing the document(s) within online Board files.
 3. Two (2) business days prior to the Board meeting the proposed agenda will be sent to the Board of Directors, posted on the GVR website, and distributed to members via an e-blast ~~sent to members~~.
 4. Directors vote to approve the proposed agenda at the Board Meeting. ~~The~~Prior to the vote, the agenda may be amended by a ~~two-thirds (2/3)~~ simple majority vote of Directors present. After approval of the agenda, it may only be amended by a two-thirds majority vote of the Directors present.
 5. Regular Board meeting ~~agenda~~agendas will include a consent agenda; a Consent Agenda is a meeting practice which packages routine committee reports, Board meeting minutes, and other non-controversial items not requiring discussion or independent action as one agenda item.
 6. The agenda shall be made available to GVR members on the GVR website and at the Board meeting in hardcopy.
 7. Work sessions are for informal discussion or informational purposes only. Agenda preparation and distribution follow the same rules as for board meetings except as specifically noted.

2.3.2 Protocol and Conduct for Board Meetings ~~updated 5/24/16~~

- ~~1.~~ 1. Board meetings, work sessions and committee meetings which are open to the general membership shall be announced in all available electronic and print media and are open to the general membership.
- ~~2.~~ Special 2. The President shall preside over all meetings and work sessions of the Board may be called by. If the President is unable or the Vice President, duerefuses to special circumstances or preside at the request of any two (2) Directors. Directors will be given two (2) days written notification of any special a regular meeting. An agenda will be provided once, the highest-ranking officer in attendance shall preside over the meeting is set. If no officers are willing to preside over a meeting, the officers in attendance, by majority vote, shall select a director to preside over the meeting.

- 3. 3. Meetings shall be conducted under the latest edition of Robert's Rules of Order, Newly Revised, unless otherwise determined by the Board.
- 4. 4. Regular Board meetings shall be held at least quarterly, at a place and time determined by the Board.
- 5. 5. The Board will use the following small board protocol during Board meetings:
 - a) Board members do not have to stand, but should be recognized by the President to speak or make motions.
 - b) Motions must be seconded.
 - c) Each board member may speak for no more than ten (10) minutes per topic.
 - d) Informal discussion is allowed on non-motion topics.
 - e) To vote on a subject, a formal motion must be made and seconded.
 - e)f) Votes will be taken by a show of hands (or vocal, if attending electronically).
 - f) ~~To vote on a subject, a formal motion must be made.~~
 - g) The President need not stand when putting items to a vote.
 - h) The President may debate, make motions and vote.
- 6. No action may be taken by the Board at Work Sessions.
- 6. 7. GVR members shall be permitted to address the ~~Presiding~~presiding officer ~~of the~~ at a Board Meeting or Work Session to provide input, subject to the following protocols:
 - a)a) Member comments shall be addressed to the ~~Presiding~~presiding officer and shall ~~not~~ address only the topic under discussion, not the actions of one or more individual directors.
 - e)b) No member may speak until recognized by the ~~Presiding~~presiding officer. No member may interrupt another member while he/she is speaking.
 - d)c) Members shall act in a courteous and civil manner.
 - e)d) A member must identify him/herself by name and provide their GVR ~~Number~~number or GVR property address prior to addressing the ~~Presiding~~presiding officer.
 - f)e) Members are encouraged to provide written comments in addition to verbal remarks.
 - e)f) Members may speak to action items being considered at each regular or special ~~session~~meeting of the Board after all Directors ~~had~~ have had an opportunity to speak to the issue and for no more than ~~one (1) minute~~two (2) minutes, unless additional time is allotted by the ~~Presiding~~presiding officer.
 - h)g) Members may speak for no more than two (2) minutes on any GVR-related issue prior to adjournment of each regular

or special session of the Board, unless additional time is allotted by the ~~Presiding~~presiding officer.

i)h) If the ~~President or Presiding~~presiding officer ~~shall determine~~determines, in his/her sole discretion, that a member's conduct violates one or more rules of proper protocol for receiving member comments ~~at Board of Directors meetings~~, the ~~Presiding~~presiding officer may require the member to leave the meeting or move to recess or adjourn the meeting.

~~7.~~ 8. Board meetings shall not be adjourned until all agenda items have been considered, except by a two-thirds (2/3) affirmative vote of the Directors in attendance or as set forth in 7(h) above.

~~2.3.4.~~ 3 **Minutes of Board Meetings** ~~—updated 9/25/2018~~

1. The ~~Director of Administrative Services~~CEO, or ~~other~~his or her designee, shall take minutes at regular, annual ~~and~~, special and work session Board meetings.
2. Minutes shall be retained with other corporate documents in a secure location.
3. Recordings of all open Board meetings shall be made and kept under the custody of the ~~Director of Administrative Services~~CEO in the Administrative Offices until the minutes have been approved.
4. Minutes of the Board meetings will list the names of the Directors who make and second each motion, voting Directors in the minority of each vote ~~as well as~~, and any Director abstaining from ~~said vote. The person providing the second will not be named in the minutes.~~each vote. Minutes of Board meetings shall contain summaries of the actions taken at the meeting, including directions given to staff. Committee reports which are "informational only" will not be summarized in the minutes. These reports will be noted "received and placed on file." Member comments are not part of the minutes. DRAFT Board minutes shall be posted to the website as "not yet approved" prior to formal approval by the Board of Directors.

~~SECTION 4 — CODE OF CONDUCT~~

5. Minutes of work sessions are published as "Highlights".

SECTION 4. CODE OF CONDUCT

2.4.1 -Board Code of Conduct ~~—updated 8/26/2020~~

The Board of Directors of Green Valley Recreation (GVR) commits itself and its members to ethical, effective and businesslike conduct, and to that end, directors must abide by the following:

1. Directors must act in the best interests of GVR without self-interest or personal bias for or against any individual or group of individuals.
2. Directors must conduct themselves in a courteous, professional and businesslike manner at meetings and in their personal interactions with each other, GVR members, and staff.
3. Directors may not accept any gifts or personal benefits, present or future, which could compromise, or give the appearance of compromising, their independence of judgment. Directors must disclose, in an open meeting, any actual or potential conflicts of interest, including, but not limited to, any personal or professional relationship with a company or individual seeking a business relationship with GVR, and shall not participate in any discussions or votes regarding such matters.
4. Directors must be properly prepared for Board and Committee meetings, having read all relevant background material provided for same.
5. Except as expressly authorized by the Board, directors shall not attempt to exercise individual authority over GVR matters by doing any of the following:
 - Interfering with the duties of GVR staff or contractors or giving direction to any GVR employee or contractor.
 - Communicating with the press concerning a GVR matter for or on behalf of GVR.
 - Communicating with GVR members in violation of the Email Policy set forth in the CPM.
6. Directors must not disclose confidential information addressed in an executive session or in a communication with legal counsel without the express authorization of the Board.
7. Directors must be respectful of differing opinions of fellow directors. Directors are expected to support duly-adopted Board decisions despite any personal disagreement therewith.
8. Directors are prohibited from engaging in the following conduct which shall be deemed outside of the scope of their duties as directors for purposes of indemnification:
 - a) Making a verbal or written statement (on social media or otherwise) that is defamatory of any GVR director, employee, contractor or member; or
 - b) Harassing, threatening or attempting to intimidate a GVR director, employee, contractor or member.

2.4.2 Code Enforcement ~~Procedures~~Procedures

In order to ensure compliance with the Board Code of Conduct for Green Valley Recreation, Inc. ("Code"), the Code will be enforced as follows:

1. An allegation of a Code violation shall be presented to the Board President who shall then call and be in charge of all proceedings to investigate the allegation. If the allegation is against the President or the President is not able to accept such responsibility, then the allegation shall be presented to the Vice President, and if the Vice President is unable to perform such duty, to the Secretary.
2. Because allegations of Code violations are considered to be a personnel issue, all Board proceedings to investigate the allegation shall be conducted in executive session. The executive session shall be called as soon as possible to ensure that the allegation is resolved prior to any meeting in which the Board will conduct other business in order to avoid any appearance of impropriety.
3. Any director against whom an allegation is made has the right to attend the executive session and present his/her defense; provided, however, that he/she may not be present or participate in any discussion and/or votes regarding the alleged violation. If the accused director refuses to attend the executive session called to discuss the alleged violation, the director will have waived his/her right to present a defense to the allegation. A finding of a Code violation requires the affirmative vote of at least two-thirds (2/3) of the directors at the executive session.
4. If a director is found to be in violation of the Code, the directors, by a majority vote at that same meeting, shall determine which, if any, of the following sanctions to impose:
 - a) Written admonishment;
 - b) Removal from office per A.R.S. §10-3843(B);
 - c) Public censure (in an open meeting);
 - d) Request for director's resignation; and/or
 - e) Election to recall director.

SECTION 5 - MISCELLANEOUS

2.5.1 Use of Legal Counsel – updated 5/22/2019

1. The President or Vice-President shall make initial contact with GVR’s legal counsel on all Board and Board committee matters when needed. Committee chairs needing a legal opinion shall provide the question(s) to the President or Vice-President ~~or~~ and shall not contact the attorney directly.
2. GVR contracts, Bylaw changes and all similar documents shall be submitted to legal counsel for review and comment prior to approval by the Board.
3. The President may assign the ~~Chief Executive Officer~~ CEO to make contact with GVR’s legal counsel, as needed.
4. The ~~Chief Executive Officer~~ CEO shall make the initial legal contact, when needed, on GVR operational matters.

2.5.2 Director Requests for Records/Data/Information (Adopted 7/28/2021)

1. Requests by directors for GVR records/data/information must be made in writing, ~~detailing the reason for needing to review the records/data/information, and shall be~~ directed to the CEO and include the reason(s) for the request.
2. The CEO shall reply to a director’s request as follows:
 - a. If the CEO determines that the time requirement to satisfy the request is nominal and that the information stated in the request relates to a matter under consideration by the Board or a committee, the CEO shall provide the information as soon as practical to all directors.
 - b. Should the CEO determine that the request requires more than a nominal amount of time and/or pertains to a matter not under consideration by the Board ~~or a committee,~~ the CEO will forward the request to the GVR Board ~~or the appropriate committee~~ to be placed on the agenda of the next meeting. ~~–If the request is approved by the Board or committee,~~ the CEO shall ~~provide~~ post the ~~requested records/data/information~~ to the Board website as soon as practical ~~to all directors.~~

PART 2 – BOARD OF DIRECTORS

SECTION 1. POWERS, DUTIES, AND RESPONSIBILITIES

2.1.1 Responsibilities

1. Participate in development, review and approval of annual budgets and ensure proper financial controls are in place.
2. Recruit candidates, ensure orientation of new Board members and assess Board performance
3. Evaluate and establish policies addressing (a) services based on needs vs costs vs member benefits,(b) Board and Committee roles and responsibilities, and (c) Board/Committee/staff relationship.

2.1.2 Powers of The Board

In addition to the powers of the Board as set forth in the Bylaws or otherwise authorized by state law, the Board shall also have the power to do the following:

1. Participate in developing, tracking and maintaining a “5 Year Strategic Plan (Strategic Plan)” and “5-Year Capital Plan (Capital Plan)” to assist GVR in shaping its future. Towards that end, the following policies are an integral part of the plan:
 - a. Annual Strategic Plan Updating – Each year the Board shall review and update the Strategic Plan and carry it forward one additional year.
 - b. Integration with Programs and Services – The Strategic Plan and Capital Plan shall be approved by the Board and provided to Board committees, CEO, and GVR staff to facilitate the development of policy recommendations by committees and action plans by the CEO and staff which pursue the fulfillment of plan objectives.
 - c. Integration with the Budget Process – The objectives contained in the GVR Strategic Plan shall provide the primary basis upon which annual budget recommendations are made.
 - d. Progress Updates to the Board – The Strategic plan shall be a standing element report of Board and Board committee meetings, relevant to the charge of each particular committee. Written status reports will be provided to the Board at least annually.

2.1.3 Principles of Governance

The Board is responsible for governing in a manner that emphasizes strategic leadership rather than administrative detail, with focus on the intended long-term goals of the organization rather than the administrative or programmatic means of attaining these goals. It is to be proactive in its decision-making and maintain a clear delineation between staff, Board and Committee roles (see Part 3 – Committees). In this spirit, the Board will:

1. Discipline itself as to attendance, speak with one voice and adhere to the principles of good governance as established herein.
2. Be responsible to the membership by competently, conscientiously and effectively executing its governing obligations.
3. Govern with an emphasis on the following: (a) outward vision rather than internal processes, (b) encouragement of diversity in viewpoints, (c) strategic leadership rather than administrative detail, (d) clear distinction of CEO and BOD roles, (e) collective rather than individual decisions, (f) future rather than past or present, and (g) striving to be proactive rather than reactive.

2.1.4 Vacancies

1. Any vacancy on the Board of Directors, shall, if possible, be filled by an unsuccessful candidate from the most recently completed election.
2. The Board President will contact unsuccessful candidates in the order of the number of votes each received (from highest to lowest), to determine willingness to fill the vacancy.
3. If there is no unsuccessful candidate from the most recently completed election who is willing and able to serve as a successor director, the Nominations & Elections Committee shall recruit individuals from among regular members in good standing to fill the vacancy, and will present a slate of candidates to the Board of Directors.
4. Candidates for the vacant position shall:
 - a. Complete an application and answers to a list of questions prepared by the Nominations & Elections Committee for Board consideration, and
 - b. Address the Board prior to the election of the Successor Director at a meeting of the Board of Directors where the election of the director shall occur.
5. The Board will vote by secret ballot to elect the director from among the slate of candidates presented by the Nominations & Elections Committee.

SECTION 2. OFFICER ELECTIONS

2.2.1 General

1. Election of Board officers will be done by secret ballot. This is applicable to both the nominating ballots and the electing ballots.
2. Nominations from the floor will not be accepted.
3. Election for each office follows its seniority in the Bylaws: President, Vice President, Secretary, Treasurer, Assistant Secretary, and Assistant Treasurer.
4. The present President, or in his/her stead, the CEO shall administer the election until the new President has been elected.

2.2.2 The Nominating Ballot

1. The President (chair) will ask that nominating ballots be distributed to each Director.
2. Each Director receiving a vote is nominated for that office.
3. A nominating ballot cannot take the place of an electing ballot.
4. Board members may nominate themselves for any Board office.
5. Nominees must verbally indicate their willingness to serve before the electing ballot is distributed.
6. The chair will announce the names of the nominees and the number of nominations each received prior to the distribution of electing ballots.

2.2.3 The Electing Ballot

1. A nominee is considered "elected" if he/she receives a plurality of the votes cast.
2. Balloting shall be repeated as many times as necessary to obtain a plurality vote for one candidate. The nominee receiving the lowest number of votes is never removed from the next ballot.
3. If a stalemate persists, the rules may be suspended in order to consider alternatives such as eliminating the candidate with the lowest number of votes. The motion to suspend the rules is not debatable and requires a 2/3 vote to pass.

SECTION 3. BOARD MEETINGS AND WORK SESSIONS

2.3.1 RULES OF ORDER FOR AGENDA PREPARATION

1. Items for agenda consideration are submitted in writing to the President and CEO (or their respective designee) by 12p.m. (noon) six (6) business days prior to the date of the Board meeting or Work Session.
 - a) Exhibits submitted by Board members must include any motion background materials, recommended action, and rationale required for an understanding of the issue.
 - b) Board members may request that the President place items on a Board meeting agenda at any time. If the deadline for agenda preparation is not met, the item will be placed on the next Board meeting agenda.
 - c) If there is no action item, the President may put the subject on the agenda of a work session.
 - d) The President shall accept all appropriate agenda items that are submitted with written justification.
2. A proposed meeting agenda is developed by the Board President and CEO by close of business four (4) business days prior to the Board meeting. The proposed agenda is distributed to Directors via email and/or by placing the document(s) within online Board files.
3. Two (2) business days prior to the Board meeting the proposed agenda will be sent to the Board of Directors, posted on the GVR website, and distributed to members via an e-blast.
4. Directors vote to approve the proposed agenda at the Board Meeting. Prior to the vote, the agenda may be amended by a simple majority vote of Directors present. After approval of the agenda, it may only be amended by a two-thirds majority vote of the Directors present.
5. Regular Board meeting agendas will include a consent agenda; a Consent Agenda is a meeting practice which packages routine committee reports, Board meeting minutes, and other non-controversial items not requiring discussion or independent action as one agenda item.
6. The agenda shall be made available to GVR members on the GVR website and at the Board meeting in hardcopy.
7. Work sessions are for informal discussion or informational purposes only. Agenda preparation and distribution follow the same rules as for board meetings except as specifically noted.

2.3.2 Protocol and Conduct for Board Meetings

1. Board meetings, work sessions and committee meetings which are open to the general membership shall be announced in all available electronic and print media.

2. The President shall preside over all meetings and work sessions of the Board. If the President is unable or refuses to preside at a regular meeting, the highest-ranking officer in attendance shall preside over the meeting. If no officers are willing to preside over a meeting, the officers in attendance, by majority vote, shall select a director to preside over the meeting.
3. Meetings shall be conducted under the latest edition of Robert's Rules of Order, Newly Revised, unless otherwise determined by the Board.
4. Regular Board meetings shall be held at least quarterly, at a place and time determined by the Board.
5. The Board will use the following small board protocol during Board meetings:
 - a) Board members do not have to stand, but should be recognized by the President to speak or make motions.
 - b) Motions must be seconded.
 - c) Each board member may speak for no more than ten (10) minutes per topic.
 - d) Informal discussion is allowed on non-motion topics.
 - e) To vote on a subject, a formal motion must be made and seconded.
 - f) Votes will be taken by a show of hands (or vocal, if attending electronically).
 - g) The President need not stand when putting items to a vote.
 - h) The President may debate, make motions and vote.
6. No action may be taken by the Board at Work Sessions.
7. GVR members shall be permitted to address the presiding officer at a Board Meeting or Work Session to provide input, subject to the following protocols:
 - a) Member comments shall be addressed to the presiding officer and shall address only the topic under discussion, not the actions of one or more individual directors.
 - b) No member may speak until recognized by the presiding officer. No member may interrupt another member while he/she is speaking.
 - c) Members shall act in a courteous and civil manner.
 - d) A member must identify him/herself by name and GVR number or GVR property address prior to addressing the presiding officer.
 - e) Members are encouraged to provide written comments in addition to verbal remarks.
 - f) Members may speak to action items being considered at each regular or special meeting of the Board after all Directors have had an opportunity to speak to the issue and

for no more than two (2) minutes, unless additional time is allotted by the presiding officer.

- g) Members may speak for no more than two (2) minutes on any GVR-related issue prior to adjournment of each regular or special session of the Board, unless additional time is allotted by the presiding officer.
- h) If the presiding officer determines, in his/her sole discretion, that a member's conduct violates one or more rules of proper protocol for receiving member comments, the presiding officer may require the member to leave the meeting or move to recess or adjourn the meeting.

8. Board meetings shall not be adjourned until all agenda items have been considered, except by a two-thirds (2/3) affirmative vote of the Directors in attendance or as set forth in 7(h) above.

2.3.3 Minutes of Meetings

1. The CEO, or his or her designee, shall take minutes at regular, annual, special and work session Board meetings.
2. Minutes shall be retained with other corporate documents in a secure location.
3. Recordings of all open Board meetings shall be made and kept under the custody of the CEO in the Administrative Offices until the minutes have been approved.
4. Minutes of the Board meetings will list the names of the Directors who make and second each motion, voting Directors in the minority of each vote, and any Director abstaining from each vote. Minutes of Board meetings shall contain summaries of the actions taken at the meeting, including directions given to staff. Committee reports which are "informational only" will not be summarized in the minutes. These reports will be noted "received and placed on file." Member comments are not part of the minutes. DRAFT Board minutes shall be posted to the website as "not yet approved" prior to formal approval by the Board of Directors.
5. Minutes of work sessions are published as "Highlights".

SECTION 4. CODE OF CONDUCT

2.4.1 Board Code of Conduct

The Board of Directors of Green Valley Recreation (GVR) commits itself and its members to ethical, effective and businesslike conduct, and to that end, directors must abide by the following:

1. Directors must act in the best interests of GVR without self-interest or personal bias for or against any individual or group of individuals.
2. Directors must conduct themselves in a courteous, professional and businesslike manner at meetings and in their personal interactions with each other, GVR members, and staff.
3. Directors may not accept any gifts or personal benefits, present or future, which could compromise, or give the appearance of compromising, their independence of judgment. Directors must disclose, in an open meeting, any actual or potential conflicts of interest, including, but not limited to, any personal or professional relationship with a company or individual seeking a business relationship with GVR, and shall not participate in any discussions or votes regarding such matters.
4. Directors must be properly prepared for Board and Committee meetings, having read all relevant background material provided for same.
5. Except as expressly authorized by the Board, directors shall not attempt to exercise individual authority over GVR matters by doing any of the following:
 - Interfering with the duties of GVR staff or contractors or giving direction to any GVR employee or contractor.
 - Communicating with the press concerning a GVR matter for or on behalf of GVR.
 - Communicating with GVR members in violation of the Email Policy set forth in the CPM.
6. Directors must not disclose confidential information addressed in an executive session or in a communication with legal counsel without the express authorization of the Board.
7. Directors must be respectful of differing opinions of fellow directors. Directors are expected to support duly-adopted Board decisions despite any personal disagreement therewith.
8. Directors are prohibited from engaging in the following conduct which shall be deemed outside of the scope of their duties as directors for purposes of indemnification:
 - a) Making a verbal or written statement (on social media or otherwise) that is defamatory of any GVR director, employee, contractor or member; or
 - b) Harassing, threatening or attempting to intimidate a GVR director, employee, contractor or member.

2.4.2 Code Enforcement Procedures

In order to ensure compliance with the Board Code of Conduct for Green Valley Recreation, Inc. ("Code"), the Code will be enforced as follows:

1. An allegation of a Code violation shall be presented to the Board President who shall then call and be in charge of all proceedings to investigate the allegation. If the allegation is against the President or the President is not able to accept such responsibility, then the allegation shall be presented to the Vice President, and if the Vice President is unable to perform such duty, to the Secretary.
2. Because allegations of Code violations are considered to be a personnel issue, all Board proceedings to investigate the allegation shall be conducted in executive session. The executive session shall be called as soon as possible to ensure that the allegation is resolved prior to any meeting in which the Board will conduct other business in order to avoid any appearance of impropriety.
3. Any director against whom an allegation is made has the right to attend the executive session and present his/her defense; provided, however, that he/she may not be present or participate in any discussion and/or votes regarding the alleged violation. If the accused director refuses to attend the executive session called to discuss the alleged violation, the director will have waived his/her right to present a defense to the allegation. A finding of a Code violation requires the affirmative vote of at least two-thirds (2/3) of the directors at the executive session.
4. If a director is found to be in violation of the Code, the directors, by a majority vote at that same meeting, shall determine which, if any, of the following sanctions to impose:
 - a) Written admonishment;
 - b) Removal from office per A.R.S. §10-3843(B);
 - c) Public censure (in an open meeting);
 - d) Request for director's resignation; and/or
 - e) Election to recall director.

SECTION 5 - MISCELLANEOUS

2.5.1 Use of Legal Counsel – updated 5/22/2019 REMOVE DATE??

1. The President or Vice-President shall make initial contact with GVR's legal counsel on all Board and Board committee matters when needed. Committee chairs needing a legal opinion shall

provide the question(s) to the President or Vice-President and shall not contact the attorney directly.

2. GVR contracts, Bylaw changes and all similar documents shall be submitted to legal counsel for review and comment prior to approval by the Board.
3. The President may assign the CEO to make contact with GVR's legal counsel, as needed.
4. The CEO shall make the initial legal contact, when needed, on GVR operational matters.

**2.5.2 Director Requests for Records/Data/Information
(Adopted 7/28/2021) REMOVE DATE????**

1. Requests by directors for GVR records/data/information must be made in writing directed to the CEO and include the reason(s) for the request.
2. The CEO shall reply to a director's request as follows:
 - a. If the CEO determines that the time requirement to satisfy the request is nominal and that the information stated in the request relates to a matter under consideration by the Board or a committee, the CEO shall provide the information as soon as practical to all directors.
 - b. Should the CEO determine that the request requires more than a nominal amount of time and/or pertains to a matter not under consideration by the Board, the CEO will forward the request to the GVR Board to be placed on the agenda of the next meeting. If the request is approved by the Board, the CEO shall post the records/data/information to the Board website as soon as practical.

Notes on Revisions to CPM

Part 2 – Board of Directors

Section 1 – Powers, Duties and Responsibilities

The board's charter is spelled out in the Bylaws. *"The affairs of GVR shall be governed by a Board of Directors consisting of twelve (12) voting members who shall be elected from the members of The Corporation residing within the jurisdiction of GVR."*

Intro moved to 2.1.3

2.1.1 – Responsibilities

1. Board does not develop the budget – clarifies board's role
2. Board recruits candidates to run, not board members
- 3,4 – moved
- New 3 – Language clarified
- 6, 7 – moved to 2.1.3

2.1.2 – Powers of the Board (See Recommendation by BAC)

Refers to powers conferred via the Bylaws, then adds powers that are not specifically stated in the Bylaws

1. Clarifying names of Strategic and Capital Plans

2.1.3 - Principles of Governance

This new section describes how the board behaves. The points were developed by the Governance Subcommittee, with reference to Carver Policy Governance, the ABA's Guidebook for Directors of Nonprofit Corporations and the College Park Rules & Procedures for the Mayor and City Council, provided by Scott.

2.1.4 – Vacancies

No policy changes, only clarification.

Section 2 – Officer Elections

A few word changes, no policy changes

Section 3 – Board Meetings and Work Sessions

(Work Sessions were previously not in the CPM)

2.3.1 – Rules of Order for Agenda Preparation

1. Requires agenda items to be in writing, which is only fair; adds Work Session; a) specifies that exhibits are related to motions c) if no action item, the issue can be dealt with at a Work Session; d) requires the President to accept all justified requests.
2. Corrects typo
3. Corrects grammar
4. Clarifies the process for changing the agenda at a meeting.
5. Corrects typo
7. Explains difference between Work Session and Board Meeting.

2.3.2 – Protocol and Conduct for Board Meetings

1. Clarifies
2. No policy change. Bylaws Art IV, Sec 3 covers 2 directors calling a meeting.
- 3,4 – no change
5. e) is moved
6. This is current practice
7. How members may address the board. The only changes are to specify that members must speak to the topic under discussion and allow 2 minutes on items being considered.
8. Clarification.

2.3.3 – Minutes of Meetings

1. Adds Work Sessions
- 2,3 – no change
4. Requires notation of motion seconders and that minutes include directions given to staff. The Board Affairs Committee members agreed that the seconder should be named and that directions to staff are an important part of the minutes.

Section 4 – Code of Conduct

2.4.1 – Board Code of Conduct

No changes made

2.4.2 – Code Enforcement Procedures

No changes made

Section 5 – Miscellaneous

2.5.1 – Use of Legal Counsel

No changes made

2.5.2 – Director Requests for Records/Data/Information

Previously approved by the board.

1. Improve grammar
2. Removes committees from the process, and directs that CEO post responses rather than email them to the board.

PART 3 COMMITTEES

SECTION 1 - GENERAL

3.1.1 Terms of Board Committee Chairpersons

Board standing Committee Chairpersons shall remain active until the appointment of new Committee Chairpersons.

3.1.2. ~~—~~ Committees of The Board of Directors (updated September 30, 2020)

- ~~1. Standing and Special/Ad Hoc~~ 1. Committee Chairpersons must be Directors. Chairpersons shall be nominated by the President, subject to approval of the Board.
2. The Board will establish the duties and responsibilities of the committees. Each committee shall make policy recommendations to the Board for consideration.
- ~~3. Committee meetings will normally be open to all GVR members, but may be held in closed session, at the discretion of the committee or subcommittee chairperson~~ Committees are not required to follow Robert's Rules of Order.
- ~~4. The President may establish special or ad hoc committees comprised of members/assigned members in good standing, Directors and Administrative Staff.~~
- ~~5. Committees are not required to follow Robert's Rules of Order.~~
- ~~4.~~ 6. Meetings shall be set by the Chairperson and shall be conducted as needed, but not less than quarterly.
- ~~7. Committee members shall be GVR members in good standing, appointed by the Chairperson, and staff members selected by the Chief Executive officer.~~ 5. To the extent possible, (a) committees will include members knowledgeable about the functionality of that specific committee.
- ~~8. Directors may attend any GVR committee meeting, whether open or closed. To attend a meeting from a remote site, and (b) shall include, as much as possible, those GVR members who submit a request shall be made by email to the volunteer for the particular committee. The Committee Chair may solicit volunteers when there is an insufficient number of volunteers for the particular committee chairperson at least three business days prior to the meeting. Directors will be provided with all materials otherwise provided to committee members.~~

6. Members of each standing committee member shall serve one year terms and may serve consecutive terms. Ad hoc or special committee members may serve longer terms as determined by the Board.
7. In order to serve on a committee, members must sign a Confidentiality Agreement and Directors must have signed the Board Code of Conduct.

SECTION 2 - BOARD AFFAIRS COMMITTEE

3.2.1. ~~—~~ Duties and Responsibilities

- ~~a.1.~~ 1. Recommend modifications in organizational policies and governing values to help guide the Board in achieving its strategic goals. Assist the Board in effectively carrying out its governing functions in such a manner so as to clearly delineate the roles and responsibilities between governance and management.
- ~~b.2.~~ 2. Review and recommend ~~revisions~~amendments, when appropriate, to the governing documents of the Corporation.
- ~~c.~~ Endeavor to maintain a community link with residents of the greater Green Valley community.
- ~~d.3.~~ 3. Review and recommend Board action on group applications for GVR "Club Status."
- ~~e.4.~~ 4. Where appropriate, recommend modification to GVR club policies, in keeping with the best interest of the Corporation.
- ~~f.~~ Review ~~Forward all proposed amendments to~~ the ~~Articles of Incorporation, the Corporate Policy Manual, and the Bylaws for updates and revisions. Changes may be editorial, necessary for continuity between governing documents, necessary due to changes made in Board or committees meetings, or proposed by member input.~~
- ~~g.5.~~ 5. ~~Forward all proposed revisions to the Articles of Incorporation and Bylaws to legal counsel for opinion, including the effect on tax exempt status. After consultation, the specific wording of the recommended modifications~~review. Proposed amendments, as may be revised by counsel, shall be forwarded to the Board for ~~their~~ review and appropriate action.
- ~~h.6.~~ 6. Develop pro and/or con statements for ballot proposals being submitted to the membership for a vote. GVR members are strongly encouraged to present their positions to the committee for consideration, and possible inclusion, in the pro and /or con statements.

- i.7. Meet with Club officers to adjudicate any disputes concerning the Annual Club Agreement.
- j.8. ~~If a committee wishes~~ With respect to ~~make changes~~ amendments to the ~~Corporate Policy Manual (CPM):~~ proposed by other committees, the following protocol applies:
- The committee will provide a paragraph stating the purpose and goal of the proposed changes amendment(s) to the Board Affairs Committee (BAC).
 - If the BAC approves the purpose and intent, of the proposed amendment(s), the BAC will forward to GVR's legal counsel to draft ~~changes~~ the amendment(s).
 - The draft changes amendment(s) will be presented to the BAC and the committee submitting the request.
 - If approved by both the BAC and the committee, the draft will be forwarded as a recommendation to ~~GVR~~ the Board ~~of Directors~~ for approval.

SECTION 3 - FISCAL AFFAIRS COMMITTEE

3.3.1 Membership Considerations

To the extent possible, the committee will include members knowledgeable about capital projects and ~~members~~ with experience in financial management: and GAAP (Generally Accepted Accounting Principles).

3.3.2 Responsibilities

- 2.1. Review and assist in presenting the annual budgets to the Board. Such review will consist of recommending Reserve funding, the disposition of ~~the Revenue/Expense Adjustment, any Surplus~~ and the ~~amount~~ transfers of ~~the Capital Fund Operating~~ Cash ~~Account~~.
- 3.2. Monitor progress toward achievement of annual ~~fiscal~~ financial objectives.
- 4.3. Review financial statements ~~(, including but not limited to~~ operations, capital analysis, Statement of Financial Position, Summary Statement of Activities, Statement of Changes in Net Assets and ~~balance sheet)~~, Investment Portfolios, and report to the Board, as appropriate.
- 5.4. Coordinate with the GVR Audit Committee: and GVR Investment Committee.
- 6.5. Review and recommend policy to assure financial ~~control~~ controls.

~~7.6. Recommend After reviewing staff input, recommend the establishment and the amount of tenant dues, fees, membership dues, initial fees, transfer fees, and assessments.~~

~~7. Coordinate with the Planning and Evaluation Committee as it relates to proposed expenditures for capital improvements.~~

~~7.8. Recommend After reviewing staff input, recommend the financing method to be adopted for specific major projects recommended by the Planning and Evaluation Committee for Board approval.~~

~~8.7. Coordinate with the Planning and Evaluation Committee as it relates to proposed expenditures for capital improvements.~~

SECTION 4 - PLANNING AND EVALUATION COMMITTEE

3.4.1 Membership Considerations

To the extent possible, the committee will include members knowledgeable about capital projects and ~~members with~~ experience in financial management.

3.4.2 Responsibilities

1. To review and discuss, on an annual basis, the capital evaluation requirements, and any documents required for club and miscellaneous capital funding requests submitted to the P&E Committee.
2. To be knowledgeable of the Strategic Plan, Long-term Capital Plan, and Center Assessment Survey to ensure that all capital-funding recommendations comply with these plans.
3. To identify issues and trends that could contribute to the update of aforementioned plans.

SECTION 5 - AUDIT COMMITTEE

3.5.1 Membership

~~The Audit Committee shall consist of two or more GVR~~ To the extent possible, the committee will include members ~~who should have knowledge~~ knowledgeable of financial reporting and internal control procedures.

3.5.2 Responsibilities

1. The Audit Committee functions in the capacity of an overseer of GVR's financial reporting process and internal controls. The committee is the conduit between GVR and the independent

auditing firm. The Committee is not involved in the Corporation's daily accounting functions.

2. The principal functions of the Audit Committee are:

- ~~b)~~a) _____ To recommend a CPA firm to the GVR Board to act as the corporation's independent auditor.
- ~~e)~~b) _____ To review the independent auditor's terms of engagement.
- ~~d)~~c) _____ To review the results of each audit including opinion qualifications or expectations.
- ~~e)~~d) _____ To review the auditor's management letter and GVR management's response.
- ~~f)~~e) _____ To review issues and disputes that may arise between GVR management and the independent auditor during an audit.
- ~~g)~~f) _____ To review the adequacy of internal financial controls with GVR management and the audit firm.

SECTION 6 - NOMINATIONS & ELECTIONS COMMITTEE

~~3.6.1.~~ Membership

- ~~1. The Chairperson shall be a Director, recommended by the President and approved by the Board of Directors.~~
- ~~2. There shall be at least one (1) other Director on the committee, and a minimum than two (2) GVR members who do not serve on the Board selected by the Committee Chairperson. Committee members shall be members of GVR, selected by the Committee Chairperson. _____~~
- 1. The members of the Committee selected by the Chairperson shall represent various GVR geographic areas to the extent possible. ~~Committee members will serve a one (1) year term, provided however, any~~
- 2. Any member of the Committee who becomes a candidate for election to the Board of Directors shall resign from the Committee immediately.
NOTE: refer to CPM Section VI, Subsection 4(B)(1) and (7)
- ~~3. An Administrative staff person will serve on the Committee and will be selected by the CEO.
NOTE: refer to CPM Section VI, Subsection 4(B) (7)~~
- 4. _____

3.6.2. Responsibilities

- 1. Nominations

- a) Determine the ~~qualifications and~~ eligibility of each candidate as verified by the GVR staff to be a member in good standing.
- b) Submit a slate of qualified candidates to the Board of Directors at least one hundred and twenty (120) days prior to the Annual Meeting.
- c) Post the slate of candidates to the membership no less than ninety (90) days prior to the Annual Meeting and determine how candidates shall be presented to the membership.
- d) ~~Obtain names of~~ Staff will determine the eligibility and good standing of any candidates submitted by nomination petition ~~to the Secretary,~~ within ~~the deadline (sixty (60) days prior to the annual~~ Annual Meeting and advise the Secretary of the Board. The Secretary will forward to the N&E Chair, who will bring the names to the next Board of Directors meeting), ~~if any, and determine the qualifications and eligibility of same.~~

2. Election Process

- a) Recommend to the Board a record date to determine the eligible roster of voting members which shall be no more than thirty (30) days prior to the election. If Board of Directors fails to set a record date, the record date shall be the date of ballot delivery thirty (30) days prior to the first day that votes may be cast.
- b) Submit the final slate of candidates for the ballot to the CEO.
- c) Establish a list of members eligible to vote as of the record date and provide this list to any outside agency conducting the election, if necessary.
- d) Establish the deadline for the return of ballots which shall be no later than 4:00 pm on a date at least five (5) days before the Annual Meeting.
- e) Verify that the final ballot and ballot materials have been reviewed and approved by GVR's general counsel.
- f) The ballot reply shall display all information deemed necessary for validation purposes for use by the Committee.
- ~~g) Each candidate shall appoint two (2) GVR members, who are in good standing, to participate in the validation and counting of paper ballots.~~
- hg) The counting of ballots, at the discretion of the Board of Directors may be conducted by an independent organization (e.g., Pima County Elections or electronic voting firm), in

which case the results shall be obtained from the organization by the GVR CEO or his designated representative. The results shall be shared with the Nominations and Elections~~Election~~ Chairperson ~~or their representative.~~

3. Election Results

- a) The Committee shall ~~have~~confirm the validation/counting process ~~completed~~ at least two (2) business days prior to the date of the Annual Meeting or Special Meeting.
- b) At the conclusion of the election, obtain the results of the election, including the establishment of a quorum.
- c) The Chairperson shall notify the GVR Board Secretary of Directors of the results of the election.
- ~~d) In the election of Directors, if~~d) If there are fewer than fifty (50) valid votes separating the last successful candidate and the first unsuccessful candidate in ~~the~~an election of directors, or less than a fifty (50) vote difference on any other ballot issue, then the Board may, at its sole discretion, order a recount.
- e) The ~~Committee~~ Chairperson shall report the establishment of a quorum and the election results at the Annual Meeting. Successful candidates shall be announced in the order of the total votes received. The results of the ballot for any other matters shall be announced in the order in which the items appeared on the ballot.

4. **Post-Election:**

At the conclusion of the election, the ballot materials and the results thereof shall be submitted to the CEO. The CEO will maintain ~~these~~the results of the election in GVR's permanent records and the ballot materials for ~~a period not less than~~at least three (3) years in accordance with the Arizona Nonprofit Corporation Act.

5. **Board Orientation & Training**

Arrange~~Shall suggest topics to GVR staff for inclusion of~~ appropriate in-service training, as ~~required~~needed, for the Board. Ensure~~Shall ensure~~ that Board orientation programs are held annually, normally in April and coinciding with the seating of new Board of Directors.

SECTION 7 - INVESTMENTS COMMITTEE **(updated 2/24/21)**

3.7.1 Membership

The Investments Committee ("IC") shall consist of at least two Green Valley Recreation Inc. ("GVR") members in addition to the IC Chairperson who shall be a director. The IC Chairperson shall be nominated by the President with Board approval. The IC chairperson and IC members should be knowledgeable in the investment of financial assets and, to the extent practical, experienced in investment management and/or investment oversight.

3.7.2 ~~3.7.2~~ Responsibilities.

The IC has the following specific _____ responsibilities and duties with respect to the Investment Advisors (IAs):

1. Make timely recommendations to the Board of Directors concerning:
 - a) ~~a.~~—The hiring, termination, and replacement of the Investment Manager and/or Investment Adviser (collectively, the "IM/IA") for each of the accounts that comprise the IAs.
 - b) ~~b.~~—The terms and wording for any contract between GVR and an IM/IA.
 - c) ~~c.~~—The specific wording and specifications for the Investment Policy Statement ("IPS") set forth in Appendix I, Subsection 3 that governs each of the accounts that comprise the IAs and any changes thereto.
2. Perform the following ongoing functions:
 - a) ~~a.~~—Complete due diligence and evaluation of each IM/IA at the end of each quarter or more frequently if required.
 - b) ~~b.~~—Monitor the IM/IAs to confirm compliance with the _____ applicable IPS.
3. Make timely reports, in accordance with the IPS, to the CFO, CEO and Board of Directors of the following:
 - a) ~~a.~~—A serious and meaningful violation of the IPS.
 - b) ~~b.~~—A potential replacement of an existing IM/IA.
 - c) ~~c.~~—Any update requested by the Board of Directors.
4. Collaborate with the CEO/CFO concerning the following:
 - a) ~~a.~~—What information and analysis the CEO/CFO will provide to the IC for the purpose of enabling the IC to perform its duties.

~~b) b.~~ The specific actions required by the CEO/CFO in order to bring an IM/IA back into compliance with its applicable IPS.

5. In the process of completing its duties, the IC will generate the following documents:

~~a) a.~~ An IPS for each of the accounts that comprise the IAs.

~~b) b.~~ An investment management contract for each IM/IA hired by GVR.

~~c) c.~~ Minutes of each meeting of the IC.

PART 3 COMMITTEES

SECTION 1 - GENERAL

3.1.1 Terms of Board Committee Chairpersons

Board standing Committee Chairpersons shall remain active until the appointment of new Committee Chairpersons.

3.1.2 Committees of The Board of Directors (updated September 30, 2020)

1. Committee Chairpersons must be Directors. Chairpersons shall be nominated by the President, subject to approval of the Board.
2. The Board will establish the duties and responsibilities of the committees. Each committee shall make policy recommendations to the Board for consideration.
3. Committees are not required to follow Robert's Rules of Order.
4. Meetings shall be set by the Chairperson and shall be conducted as needed, but not less than quarterly.
5. To the extent possible, (a) committees will include members knowledgeable about the functionality of that specific committee and (b) shall include, as much as possible, those GVR members who submit a request to volunteer for the particular committee. The Committee Chair may solicit volunteers when there is an insufficient number of volunteers for the particular committee.
6. Members of each standing committee member shall serve one year terms and may serve consecutive terms. Ad hoc or special committee members may serve longer terms as determined by the Board.
7. In order to serve on a committee, members must sign a Confidentiality Agreement and Directors must have signed the Board Code of Conduct.

SECTION 2 - BOARD AFFAIRS COMMITTEE

3.2.1 Duties and Responsibilities

1. Recommend modifications in organizational policies and governing values to help guide the Board in achieving its strategic goals. Assist the Board in effectively carrying out its governing

functions in such a manner so as to clearly delineate the roles and responsibilities between governance and management.

2. Review and recommend amendments, when appropriate, to the governing documents of the Corporation.
3. Review and recommend Board action on group applications for GVR "Club Status."
4. Where appropriate, recommend modification to GVR club policies, in keeping with the best interest of the Corporation.
5. Forward all proposed amendments to the governing documents to counsel for review. Proposed amendments, as may be revised by counsel, shall be forwarded to the Board for review and appropriate action.
6. Develop pro and/or con statements for ballot proposals being submitted to the membership for a vote. GVR members are strongly encouraged to present their positions to the committee for consideration, and possible inclusion, in the pro and/or con statements.
7. Meet with Club officers to adjudicate any disputes concerning the Annual Club Agreement.
8. With respect to amendments to the CPM proposed by other committees, the following protocol applies:
 - a. The committee will provide a paragraph stating the purpose and goal of the proposed amendment(s) to the Board Affairs Committee (BAC).
 - b. If the BAC approves the purpose and intent of the proposed amendment(s), the BAC will forward to GVR's legal counsel to draft the amendment(s).
 - c. The draft amendment(s) will be presented to the BAC and the committee submitting the request.
 - d. If approved by both the BAC and the committee, the draft will be forwarded as a recommendation to the Board for approval.

SECTION 3 - FISCAL AFFAIRS COMMITTEE

3.3.1 Membership Considerations

To the extent possible, the committee will include members knowledgeable about capital projects and with experience in financial management and GAAP (Generally Accepted Accounting Principles).

3.3.2 Responsibilities

1. Review and assist in presenting the annual budgets to the Board. Such review will consist of recommending Reserve

funding, the disposition of any Surplus and the transfers of Operating Cash.

2. Monitor progress toward achievement of annual financial objectives.
3. Review financial statements, including but not limited to operations, capital analysis, Statement of Financial Position, Summary Statement of Activities , Statement of Changes in Net Assets and Investment Portfolios, and report to the Board as appropriate.
4. Coordinate with the GVR Audit Committee and GVR Investment Committee.
5. Review and recommend policy to assure financial controls.
6. After reviewing staff input, recommend the establishment and the amount of dues, fees, and assessments.
7. Coordinate with the Planning and Evaluation Committee as it relates to proposed expenditures for capital improvements.
8. After reviewing staff input, recommend the financing method to be adopted for specific major projects recommended by the Planning and Evaluation Committee for Board approval.

SECTION 4 - PLANNING AND EVALUATION COMMITTEE

3.4.1 Membership Considerations

To the extent possible, the committee will include members knowledgeable about capital projects and experience in financial management.

3.4.2 Responsibilities

1. To review and discuss, on an annual basis, the capital evaluation requirements and any documents required for club and miscellaneous capital funding requests submitted to the P&E Committee.
2. To be knowledgeable of the Strategic Plan, Long-term Capital Plan, and Center Assessment Survey to ensure that all capital-funding recommendations comply with these plans.
3. To identify issues and trends that could contribute to the update of aforementioned plans.

SECTION 5 - AUDIT COMMITTEE

3.5.1 Membership

To the extent possible, the committee will include members knowledgeable of financial reporting and internal control procedures.

3.5.2 Responsibilities

1. The Audit Committee functions in the capacity of an overseer of GVR's financial reporting process and internal controls. The committee is the conduit between GVR and the independent auditing firm. The Committee is not involved in the Corporation's daily accounting functions.
2. The principal functions of the Audit Committee are:
 - a) To recommend a CPA firm to the GVR Board to act as the corporation's independent auditor.
 - b) To review the independent auditor's terms of engagement.
 - c) To review the results of each audit including opinion qualifications or expectations.
 - d) To review the auditor's management letter and GVR management's response.
 - e) To review issues and disputes that may arise between GVR management and the independent auditor during an audit.
 - f) To review the adequacy of internal financial controls with GVR management and the audit firm.

SECTION 6 - NOMINATIONS & ELECTIONS COMMITTEE

3.6.1 Membership

1. The members of the Committee selected by the Chairperson shall represent various GVR geographic areas to the extent possible.
2. Any member of the Committee who becomes a candidate for election to the Board of Directors shall resign from the Committee immediately.
- 4.

3.6.2. Responsibilities

1. Nominations
 - a) Determine the eligibility of each candidate as verified by the GVR staff to be a member in good standing.

- b) Submit a slate of qualified candidates to the Board of Directors at least one hundred and twenty (120) days prior to the Annual Meeting.
- c) Post the slate of candidates to the membership no less than ninety (90) days prior to the Annual Meeting and determine how candidates shall be presented to the membership.
- d) Staff will determine the eligibility and good standing of any candidates submitted by nomination petition within 60 days prior to the Annual Meeting and advise the Secretary of the Board. The Secretary will forward to the N&E Chair, who will bring the names to the next Board of Directors meeting.

2. Election Process

- a) Recommend to the Board a record date to determine the eligible roster of voting members which shall be no more than thirty (30) days prior to the election. If Board of Directors fails to set a record date, the record date shall be thirty (30) days prior to the first day that votes may be cast.
- b) Submit the final slate of candidates for the ballot to the CEO.
- c) Establish a list of members eligible to vote as of the record date and provide this list to any outside agency conducting the election, if necessary.
- d) Establish the deadline for the return of ballots which shall be no later than 4:00 pm on a date at least five (5) days before the Annual Meeting.
- e) Verify that the final ballot and ballot materials have been reviewed and approved by GVR's general counsel.
- f) The ballot reply shall display all information deemed necessary for validation purposes for use by the Committee.
- g) The counting of ballots, at the discretion of the Board of Directors may be conducted by an independent organization (e.g., Pima County Elections or electronic voting firm), in which case the results shall be obtained from the organization by the GVR CEO or his designated representative. The results shall be shared with the Nominations and Election Chairperson.

NOTE: refer to Bylaws Article V, Section 3

3. Election Results

- a) The Committee shall confirm the validation/counting process at least two (2) business days prior to the date of the Annual Meeting or Special Meeting.

- b) At the conclusion of the election, obtain the results of the election, including the establishment of a quorum.
- c) The Chairperson shall notify the GVR Board of Directors of the results of the election.
- d) If there are fewer than fifty (50) valid votes separating the last successful candidate and the first unsuccessful candidate in an election of directors, or less than a fifty (50) vote difference on any other ballot issue, then the Board may, at its sole discretion, order a recount.
- e) The Chairperson shall report the establishment of a quorum and the election results at the Annual Meeting. Successful candidates shall be announced in the order of the total votes received. The results of the ballot for any other matters shall be announced in the order in which the items appeared on the ballot.

4. Post-Election:

At the conclusion of the election, the ballot materials and the results thereof shall be submitted to the CEO. The CEO will maintain the results of the election in GVR's permanent records and the ballot materials for at least three (3) years in accordance with the Arizona Nonprofit Corporation Act.

5. Board Orientation & Training

Shall suggest topics to GVR staff for inclusion of appropriate in-service training, as needed, for the Board. Shall ensure that Board orientation programs are held annually, normally in April and coinciding with the seating of new Board of Directors.

SECTION 7 - INVESTMENTS COMMITTEE (updated 2/24/21)

3.7.1 Membership

The Investments Committee ("IC") shall consist of at least two Green Valley Recreation Inc. ("GVR") members in addition to the IC Chairperson who shall be a director. The IC Chairperson shall be nominated by the President with Board approval. The IC chairperson and IC members should be knowledgeable in the investment of financial assets and, to the extent practical,

experienced in investment management and/or investment oversight.

3.7.2 Responsibilities.

The IC has the following specific responsibilities and duties with respect to the Investment Advisors (IAs):

1. Make timely recommendations to the Board of Directors concerning:
 - a) The hiring, termination, and replacement of the Investment Manager and/or Investment Adviser (collectively, the "IM/IA") for each of the accounts that comprise the IAs.
 - b) The terms and wording for any contract between GVR and an IM/IA.
 - c) The specific wording and specifications for the Investment Policy Statement ("IPS") set forth in Appendix I, Subsection 3 that governs each of the accounts that comprise the IAs and any changes thereto.
2. Perform the following ongoing functions:
 - a) Complete due diligence and evaluation of each IM/IA at the end of each quarter or more frequently if required.
 - b) Monitor the IM/IAs to confirm compliance with the applicable IPS.
3. Make timely reports, in accordance with the IPS, to the CFO, CEO and Board of Directors of the following:
 - a) A serious and meaningful violation of the IPS.
 - b) A potential replacement of an existing IM/IA.
 - c) Any update requested by the Board of Directors.
4. Collaborate with the CEO/CFO concerning the following:
 - a) What information and analysis the CEO/CFO will provide to the IC for the purpose of enabling the IC to perform its duties.
 - b) The specific actions required by the CEO/CFO in order to bring an IM/IA back into compliance with its applicable IPS.
5. In the process of completing its duties, the IC will generate the following documents:
 - a) An IPS for each of the accounts that comprise the IAs.
 - b) An investment management contract for each IM/IA hired by GVR.
 - c) Minutes of each meeting of the IC.

Notes to Revisions to CPM

Part 3 – Committees

This Part was separated from Part 2 - Board of Directors for readers' convenience.

Section 1 – General

3.1.1 – Terms of Board Committee Chairpersons

No changes

3.1.2 – Committees of the Board of Directors

1. All Committee Chairs must be Directors.

2. No change

3. Bylaws state that committee meetings may be closed (Art VIII, Section 5)

Old 4. Deleted- stated in Bylaws

Old 5. Moved to 3

Old 7. – First sentence is stated in Bylaws, second sentence becomes new 5.

Old 8. Directors not on the committee may not attend closed committee meetings – Per the bylaws, board members do not have any rights greater than general members. This was changed in the 2019 term, and apparently had no legal guidance. **If the board wants to debate this, it needs to be in executive session because it involves legal opinions.**

Balance included in #5.

New 6. Per Bylaws, Chair selects committee members, so one year term is standard.

New 7. The Code of Conduct contains the confidentiality agreement for board members. Any committee could potentially address subjects that must be kept confidential, so signing a confidentiality agreement is required. – If someone wants to remove it, make a motion to amend.

Section 2 – Board Affairs Committee

3.2.1 – Duties and Responsibilities

Old c – the CEO is responsible for maintaining community links, not the Board Affairs Committee

Old f – Simplified language without changing meaning.

Other changes are clarified language, no policy change.

Section 3 – Fiscal Affairs Committee

3.3.1 – Membership Considerations

Added experience with GAAP as request of FAC

3.3.2 – Responsibilities

Clarified at the request of FAC

Section 4 – Planning and Evaluation Committee

No changes

Section 5 – Audit Committee

3.5.1. – Membership

Number of committee members is up to the Chair.

3.5.2 – Responsibilities

No changes

Section 6 – Nominations & Elections Committee

3.6.1 – Membership

Revised to be consistent with Bylaws without restating

3.6.2 – Responsibilities

1. Nominations

- a) Bylaws determine “qualifications”
- b, c) No change
- d) Clarifies process

2. Election Process

- a) Changed to give staff and voting company time to prepare
- b-f) No change
- old g) Unnecessary since the counting of ballots is outsourced
- new g) Clarifies process

3. Election Results – changes are clarification, not policy

4. Post Election – Change to comply with AZ Nonprofit Corp Act

5. Board Orientation & Training – Clarifies

Section 7 – Investments Committee

3.7.1 – Membership

No change

3.7.2 – Responsibilities

Identified what IA stands for.



Green Valley Recreation, Inc.

Board of Directors Regular Meeting

2022 Proposed Annual Workplan

Prepared By: Scott Somers, CEO

Meeting Date: March 23, 2022

Presented By: Scott Somers, CEO

Consent Agenda: NA

<p>Originating Committee / Department: Administration</p>
<p>Action Requested: Consider approving the 2022 Proposed Annual Workplan</p>
<p>Strategic Plan: GOAL 5: Provide sound, effective governance and leadership for the corporation</p>
<p>Background Justification: The Board of Directors reviewed and discussed the draft 2022 Annual Workplan during its March 16 Board work session. The proposed workplan coincides directly with the Board-approved 2022-2026 Strategic Plan. Completion of the action items identified in this workplan will support fulfillment of the Strategic Plan Initiatives, Goals, and ultimately, the Vision of the organization.</p>
<p>Fiscal Impact: NA</p>
<p>Board Options:</p> <ol style="list-style-type: none"> 1. Approve the 2022 Proposed Annual Workplan. 2. Approve the 2022 Proposed Annual Workplan with amendments. 3. Do not approved the 2022 Proposed Annual Workplan. 4. Provide alternative direction to staff.
<p>Staff Recommendation: Option #1</p>
<p>Recommended Motion: <i>Move to approved the 2022 Proposed Annual Workplan.</i></p>
<p>Attachments: Proposed 2022 Annual Workplan</p>



Memorandum

To: Board of Directors

From: Scott Somers, CEO

CC: GVR Senior Staff

Date: March 23, 2022

RE: 2022 Draft Annual Workplan

Administration/CEO

2.2.3 Develop relationships with similar organizations to share trends, best practices, and steps to overcome customer service challenges.

- Seek out or create a listserv with similar organization. (September)
- Embark upon creating an annual meeting with similar organizations in Arizona. (September)

5.1.1 Provide staff support to the Board of Directors to enable proactive, complete communications about Board decisions.

- Streamline Board of Director and Committee meeting verbiage and documents (Agendas, Reports, Minutes...). (June)
- Continue working with Board Secretary on crafting written responses to member inquires. (ongoing)
- Work with Communications to provide Board action synopsis to members. (March)

5.1.2 Improve virtual access to meetings, including committee meetings.

- With IT and Facilities, continue improvements to WC Rm 2 or identify a more suitable location and outfit properly. (July)

5.4.1 Encourage staff and Board to attend training conference and participate in professional associations.

- Seek out non-profit type associations for both Board and staff training opportunities and schedule appropriately. (June)
- With HR, encourage staff to participate in professional association training and ongoing education. (ongoing)

5.5.1 Develop a continuity of operations plan that includes evacuation locations, IT operations, personnel emergency succession, document preservation, etc.

- Work with IT to create backup and redundant systems. (December)
- Design and implement a physical and electronic archive system. (December)
- Continue digital scanning of official documents and records. (December)

- Continue working with Green Valley Council (GVC) on regional emergency management planning. (ongoing)

5.6.1 Participate/partner with outside organizations such as Rotary, Chambers, GVC, GGVCF, etc.

- Continue membership and participation with Rotary and Chamber activities. Seek additional opportunities. (ongoing)

Board and Committees

5.2.1 Review strategic plan regularly to ensure progress on action items and continuity year over year with the plan.

- Schedule annual update on strategic plan progress to coincide with annual workplan update. (February)

5.2.2 Develop and adopt operating commitments for the Board to demonstrate courtesy, consideration, mutual respect, and willingness to listen to one another and staff.

- Utilizing outside consultant to help guide and facilitate a management/leadership analysis to include the Board, CEO, senior staff and commit to recommendations. (August)
- With BAC and input from staff, and possibly a consultant, draft Board Rules/Rules of Engagement for Board adoption. (October)

5.2.3 Utilize staff liaisons and the strategic plan to support continuity of direction.

- Update the orientation manual for elected and appointed positions. (March)
- With CEO, develop and hold successful Board orientation. (April)

5.3.1 Work with the CEO on developing the annual performance evaluation tool, ensuring that it aligns with job description, employment agreement, governing documents, and workplan.

- Consider working with same consultant in 5.2.2 to assist in development and improvements. (October)

5.3.2 Develop a list and description of GVR values/principles and articulate roles and responsibilities.

- Consider working with same consultant in 5.2.2 to assist in development and improvements. (October)

Communications

1.3.3 Improve interior and exterior signage: complete, consistent, accessible, concise, attractive

- Complete aid station project across the campus. (December)
- Continue to replace long-term paper bulletins with durable, professional signs. (December)

1.3.4 Implement standard and electronic signage to heighten communication of activities and events.

- Continue to improve digital bulletin board usage. (December)
- Develop internal procedures to coordinate use by various departments. (May)
- Provide relevant support to clubs and community organizations. (ongoing)

2.2.4 Clarify communications procedures and distribute messaging to all staff so members receive consistent, trustworthy information from all GVR representatives.

- Continue weekly staff bulletin. (ongoing)
- Develop a method for measuring readership and create an improvement plan as needed. (August)

- Develop and document an SOP that identifies types of messages that need to be disseminated to various personnel. (December)
 - Update monthly on project status (ongoing).
- 3.1.1 Work with communications to promote and highlight activities and events that are accessible to members with mobility challenges and other age-related limitations
- Include this information in Clubs Connection and Drop-In Activities publications. (see 3.3.2)
 - Devote a GVR Now! issue to GVR’s offerings for those “aging in place.” (June)
- 3.2.1 Develop a sustainable volunteer program, including recruiting and training of volunteers, to support GVR activities.
- With department heads, develop a “behind the scenes at GVR” program for potential governance volunteers (July)
- 3.3.1 Conduct a policy and process review.
- Partner with Recreation to create a comprehensive New Member Welcome Packet. (August)
- 3.3.2 Improve ease of access to GVR activity schedule and opportunities.
- New website (December), new Clubs Connection (April) and Drop-In Activities (July) publications, improved use of current digital bulletin boards (ongoing), continue arrangement with KGVY for four centerfold features per year. (ongoing)
 - Relaunch new-member orientation events to include tabling by clubs and community organizations (see 3.4.3 below). (October)
- 3.4.1 Create a communication plan for election and committee selection process to increase voter turnout and find qualified people willing to serve. (May)
- 3.4.2 Continue to seek member feedback on a wide variety of matters via polls, surveys, in-person forums and virtual forums
- With a consultant, survey membership. Survey should be statistically significant. (October)
 - Develop a list of straw poll subjects to post in eblasts, to establish the participation habit with members. Watch for and act on opportunities to solicit feedback on governance and operating decisions. (December)
 - With CEO, develop a plan to hold regular meetings with members to discuss and present items of interest, such as the strategic plan. (April)
- 3.4.3 Publicize recreation programs, GVR events, and GVR club events via diverse communications channels
- See 3.3.2. Continue building relationship with GV News through press releases and invitations to participate/cover events and activities. (ongoing)
 - Develop events for new-member orientations and opportunity showcases that include stations staffed by recreation program staff, club representatives, board and committee reps, and local non-profits. (see also 5.6)
 - Recruit and fill Member Engagement Specialist position. (March)
 - Create a schedule of events for members. (April)
- 3.4.4 Assess and replace, as needed, current digital platforms with more accessible options.
- With IT, launch a new, user-friendly website. (December)
- Not on strategic plan:
- Various publications: annual report, strategic plan, budget. (April)
 - Intro to GVR publication for new members and promotions. (October)
 - Support as assigned various GVR Foundation events throughout the year.

Facilities Department

1.1.1 Identify accessibility improvement areas.

- Continue with facility-wide accessibility improvements, including ADA requirements and addressing mobility challenges. For example, install more hands-free door operators, redesigning and widen pathways, remodel restrooms/locker rooms and replace ramps and steps. Utilize study previously completed. (December)

1.1.3 Continue to identify and execute a process for regular upkeep and maintenance/predictive maintenance procedures.

- Revise or develop and implement new center/asset inspection forms and preventative maintenance schedules and protocols. (August)
- Develop and implement daily/monthly/quarterly inspection reports for custodial, aquatics, landscaping and maintenance. (August)

1.1.5 Introduce newer technology to improve energy efficiency when there are opportunities.

- Reduce GVR's electric energy consumption through lighting fixture and lamp conversions by 5%. (December)
- Illuminate three facilities with $\geq 80\%$ LED lighting with energy savings lighting controls. (December)
- Complete replacement initiative of 50% of standard operating restroom fixtures (faucets, flush valves, towel dispensers) and over 50% of all drinking fountains with hands-free operation. (October)
- Research and consider installing EV Charging Stations at Administrative Offices and West Center. (September)

1.2.1 Create function-designated rooms with proper lighting, A/V, seating, furnishing, flooring, ventilation, etc. to complement and support specific activities.

- With architect, present WC Arts Center and DH Fitness Center feasibility and cost estimates. (April)
- Improve top level of Canoa Hills Clubhouse to allow for club and member usage (temporarily) (September)
- Depending on potential ballot outcome of WC Arts Center, work with architect to design/accommodate desired/determined use of Arts Center and/or Canoa Clubhouse. (December)

1.2.2 Assess spaces for specific activities and equip those spaces properly, such as art class space with washable floors.

- Address flooring and room finishes that are activity-specific when performing scheduled room improvements and flooring replacements. (September)

1.2.4 Evaluate and improve capital request process.

- Implement P&E criteria form once completed. (May)

1.2.5 Employ newer technologies to benefit members' abilities to fully utilize facilities.

- Increase facility security (DXS proximity readers) for GVR members, staff, and guests by upgrading and/or installing new equipment and technologies (ongoing).
- 1.3.1 Develop, plan, and schedule to keep finishes and amenities up to date.
- Continue the internal “Refresh Committee” to identify solutions for improving branding and marketing of Centers; creating a more welcoming and inviting environment at Centers; and identifying potential solutions to activate Center lobbies and outdoors spaces. (ongoing)
- 1.3.3 Improve interior and exterior signage: complete, consistent, accessible, concise, attractive
- PB Center monument sign permitted, constructed, and installed (March).
 - Design and install new monument signs for Canoa Ranch. (December)
- 1.4.2 Design peripheral grounds to provide outdoor recreation opportunities: park-like settings, walking trails, outdoor games, and activities
- Design and install one indigenous/pollinator garden at West Center. (September)
 - Identify and begin implementing campus wide locations for landscaping improvements to include native pollinator species. (September)
- 1.4.3 Identify under-utilized areas that could be used for this purpose. (social gathering)
- Develop and implement plan for enhanced outdoor spaces for more versatile use in order to promote social gathering activities and events for GVR members (December)
 - Install shade structure over courtyard at WC. (October)
- 3.1.2 Explore the idea of allocating space for specialized fitness centers.
- Continue with DH Fitness Center Expansion project. Issue RFP for project; Board approval to award contract. (June)
- 3.3.1 Conduct a policy and process review.
- Identify policies and processes requiring member engagement. (April)
 - Map processes and steps. (June)
 - Identify process improvements from a customer-centric perspective. (July)
 - Begin implementation. (August)
- 4.2.1 Evaluate maintenance repair and replacement (MR&R) planned projects to confirm need.
- With CEO and CFO, review MR&R project list to confirm need and timing of projects. (June)
- 4.2.2 Explore transitioning to hybrid/electric vehicles when existing vehicles are replaced.
- Develop a plan to transition to alternatives. (July)
- 4.4.3 Maintain and continue to utilize the reserve study. (MR&R)
- Complete MRR identified projects for FY2022. (December)
- Not on strategic plan:
- With Recreation, develop a plan for improving efficiency among both departments. (July)
 - Research and find solutions to decrease membership and guest card misuse. (December)

Finance Department

- 1.1.4 Develop and adopt a rolling 5-year Capital Projects Plan aligned with the strategic plan.
- Look to strategic plan to inform the 5-year Capital Projects Plan. (October)

- 4.1.1 Identify options and tradeoffs for revenue diversification.
 - With staff, brainstorm options and alternatives; identify costs and benefits of each; develop top recommended list; present to Board recommendations. (October)
 - 4.2.1 Evaluate maintenance repair and replacement (MR&R) planned projects to confirm need.
 - With CEO and Facilities Director, review MR&R project list to confirm need and timing of projects.
 - 4.3.1 Update and recommend financial policies.
 - Based on best practices, recommend updated financial policies for Board approval. (October)
 - Complete the inventory of all GVR Fixed Assets assigning asset labels and updating the fixed asset database as needed. (May)
 - 4.3.2 Develop a plan for economic downturns.
 - As part of annual budget development process with staff, develop contingency plans, such as decreasing expenditures by 10%, 20%, etc.
 - 4.3.3 Employ sound investment strategies to maximize passive income.
 - With Investment Committee and Board, continue utilizing sound, professional investment strategies; update policies as needed. (ongoing)
 - 4.3.4 Provide continuous education for Board, committees, staff about GVR financial management and positions so that they can make decisions to monitor effectively.
 - Continue providing quarterly financial updates to Board and detailed financial statements to the Fiscal Affairs Committee (FAC). (ongoing)
 - Receive unqualified audit opinion for 2021 financial audit. (March)
 - Draft and issue an RFP for Annual GAAP Audit and 990 Tax Return services from qualified CPA firms. (June)
 - Select a provider for Audit and Tax services. (September)
 - Review Fund EZ Purchase Order System and implement. (September)
 - Renew liability, worker's comp, and flood insurance policies. (June)
 - Perform successful worker's comp audit. (August)
 - Perform successful 401(k) audit. (August)
 - Research and consider implementation of financial transparency software. (June); potential implementation. (October)
 - 4.4.1 Review the 3-year annual financial forecast with the Board.
 - Present 3-year annual financial forecast as part of the annual budget document.
 - 4.4.2 Update and adopt a rolling 5-year capital plan.
 - See 1.1.4
 - 4.4.3 Maintain and continue to utilize the reserve study (MR&R).
 - Transition the Maintenance Repair and Replace Reserve Study to Finance from Facilities. (September)
- Not on strategic plan:
- Complete transition of Payroll from HR to Finance. (February)
 - Update and present memo on personnel costs vs. revenue (April).

Human Resources

2.2.2 Implement standardized customer service training for all staff based on clarified policies and expectations to ensure consistency of service.

- With CEO, schedule the following trainings: Customer Service, Workplace Safety, Workplace Ethics, Harassment, Bullying, etc. (April)
- Develop consistent on-boarding messaging and training to all new hires and ongoing training to existing staff. (ongoing)

3.2.1 Collaborate with Recreation Department to develop a sustainable volunteer program to support GVR activities.

- With Recreation Department, identify volunteer opportunities and needs. (August)
- Update or develop volunteer job description. (September)
- Develop on-boarding program and process for volunteers to include feedback opportunities. (October)
- With Communications, advertise and promote volunteer opportunities. (November)

5.3.3 Provide training and team activities to help people demonstrate these GVR values.

- See 2.2.2
- With CEO, develop a plan and schedule to regularly meeting with all staff. (April)
- Research and discuss employee wellness program options to be included in 2023 budget. (July)

5.3.4 Incorporate values (5.3.2) into performance management.

- Finalize updates to GVR's Employee Handbook. (June)
- Finalize Annual Employee Evaluation template to be built out in Paycom. (March)
- Research and recommend an official Employee Recognition Program for 2023. (August)
- Finalize draft and issue RFP for compensation and classification plan; include job descriptions review and update. (April)

5.4.1 Encourage staff and Board to attend training conference and participate in professional associations.

- Seek out non-profit type associations for both Board and staff training opportunities and schedule appropriately. (June)
- With Administration, encourage staff to participate in professional association training and ongoing education. (ongoing)

Not on strategic plan:

- Participate in annual contractual negotiations for Benefit Plans/Open enrollment. (May)
- Attend SHRM Certification classes. (May)
- Become SHRM Certified. (December)
- Attend SHRM Annual Conference. (June)

IT Department

3.4.4 With Communications, assess and replace, as needed, current digital platforms with more accessible options.

- Launch a new, user-friendly website. (December)

5.1.2 Improve virtual access to meetings, including committee meetings.

- Make ongoing improvements to West Center Room 2 and/or others, including adding a microphone system for better sound quality. (April)
- Upgrade internet and WIFI coverage at LC to provide a better experience for members, especially during meetings that require internet access such as zoom. (March)

5.5.1 Develop a continuity of operations plan that includes evacuation locations, IT operations, personnel emergency succession, document preservation, etc.

- Research, plan, and implement a Disaster Recovery Solution for vital systems to ensure member service continuity and/or reestablish member services in an acceptable time frame in response to natural, manmade or otherwise disaster. (December)
- Update end of life workstations and laptops. (September)
- Update end of life servers. (September)
- Maintain and update all network devices in all centers including switches and routers. (ongoing)
- Continue managing member kiosks at six of the major centers. (ongoing)
- Develop a workflow for onboarding and offboarding employees through the GVR Intranet. (December)

Recreation Department

1.1.2 Assess and improve fitness center functionality.

- With equipment consultant, assess functionality and variety of equipment for MRR study and for DH fitness center project. (September)

1.2.1 Create function-designated rooms with proper lighting, A/V, seating, furnishings, flooring, ventilation, etc. to complement and support specific activities. (see Facilities)

1.2.2 Assess spaces for specific activities and equip those spaces properly, such as art class space with washable floors. (see Facilities)

1.2.4 Evaluate and improve capital request processes. (see Facilities)

1.2.5 Employ newer technologies to benefit members' abilities to fully utilize facilities. (see Facilities)

1.4.2 With Facilities, design peripheral grounds to provide outdoor recreation opportunities: park-like settings, walking trails, outdoor games, and activities. (see Facilities)

1.4.3 With Facilities, identify under-utilized areas that could be used for this purpose (social gathering). (see Facilities)

2.1.1

- Identify and seek to fill any gaps in fitness class programming. (September)

2.2.1 Implement a quality assurance system to ensure that exceptional customer service is happening, such as a secret shopper, a review schedule to see how systems and processes are happening.

- Schedule customer service training for front end staff. (July)
- Survey members who interact with front end staff to determine options for improvement. (July)
- At regular intervals, review systems and processes with appropriate staff to ensure consistency of understanding and of use and identify and implement improvements where needed. (July)

3.1.1 With Communications, promote and highlight activities and events that are accessible to members with mobility challenges and other age-related limitations. (see Communications)

3.1.2 Explore the idea of allocating space for specialized fitness centers. (see Facilities)

3.1.3 Continue to identify programming and events that members want

- With the new Education Program Coordinator, review post-class survey process and increase opportunities for members to provide feedback on desired future classes. (September)

3.2.1 Collaborate with HR department to develop a sustainable volunteer program to support GVR activities. (see HR)

3.3.1 Conduct a policy and process review.

- Identify policies and processes requiring member engagement. (April)
- Map processes and steps. (June)
- Identify process improvements from a customer-centric perspective. (July)
- Begin implementation. (August)
- Partner with Communications to create a comprehensive New Member Welcome Packet. (August)

Not listed in the strategic plan:

- Work with IT to review possibility of creating online forms for Clubs. (November)
- Work with IT to implement online attendance tracking for locations that do not have a card reader. (December)
- Recruit for and fill the Recreation Program Coordinator. (April)
- With Facilities, develop a plan for improving efficiency among both departments. (July)
- With CEO, develop a plan and schedule to meet with clubs. (April)



Green Valley Recreation, Inc.

Board of Directors Regular Meeting

Recording of GVR Board Meetings

Prepared By: Nina Campfield

Meeting Date: March 23, 2022

Presented By: Nina Campfield

Consent Agenda: No

Background:

Legal counsel has recommended that GVR not post video recordings of board and committee meetings. The official record of a meeting is the minutes, which reflect what *action* was taken by the board/committee, not what was *said* at the meeting.

At its November 9 meeting, the Board Affairs Committee passed the following recommendation to the board.

Motion:

Move that that Board and Committee meetings be recorded only for the purpose of allowing staff to draft accurate minutes and that thereafter, recordings be deleted.

Strategic Plan Goal:

GOAL 5: Provide sound, effective governance and leadership for the corporation.

Discussion:

Counsel's concern is a scenario in which an attendee makes a defamatory statement. By posting a video recording of the meeting, GVR could potentially be sued for defamation on the basis that it re-published a defamatory statement.

For directors to meet their standard of care, they are entitled to rely on the advice of an expert. That does not include attorneys who are not certified to practice in the area of nonprofit corporation law in Arizona.

Members already have the ability to attend meetings in person or via Zoom, and to obtain copies of the minutes.

Policies of other recreation organizations are inconsistent:

Sun City does not record committee meetings. Board meetings are videotaped and posted on YouTube for 120 days.

Sun City West video tapes Board meetings and all the postings can be found on YouTube from their first postings starting in 2020.

Quail Creek does not video tape meetings (nor do other Robson Resort communities).



Green Valley Recreation, Inc.

Board of Directors Meeting Members Rights

Prepared By: Connie Griffin**Meeting Date:** March 23, 2022**Presented By:** Nina Campfield**Consent Agenda:** No**Background:**

At its February 15, 2022, meeting the Board Affairs Committee unanimously passed a motion that BAC recommend to the Board of Directors the following motion.

Motion:

Move that the Board of Directors direct the CEO and staff to develop and propose to the BAC a statement of Member Rights pamphlet, especially as it relates to facility usage, by June 1, 2022.

Discussion:

GVR has 64 clubs, but only 10 are dedicated space clubs. The dedicated space clubs have proper guidelines due to the extensive knowledge needed for participation in the club activity and the use of various pieces of equipment.

However, thousands of GVR members have rights to use GVR facilities at convenient and prime time opportunities. In some cases, particularly with regard to sports courts, clubs make rules that might be detrimental to members who do not belong to the club.

BAC would like staff to develop a comprehensive statement regarding members' use of these facilities.



Green Valley Recreation, Inc.

Board of Directors Regular Meeting GVR Dog Park

Prepared By: David Jund, Facilities Director **Meeting Date:** March 23, 2022

Presented By: David Jund, Facilities Director **Consent Agenda:** No

<p>Originating Committee / Department: P&E Committee/Facilities Department</p>
<p>Action Requested: Direct staff to move forward with developing a GVR Dog Park at the Desert Hills Center.</p>
<p>Strategic Plan: Goal 1: Provide excellent facilities for members to participate in a variety of active and social opportunities</p>
<p>Background Justification: In the 10yr. Strategic Master Plan, the concept of a ± half-acre GVR Dog Park at Desert Hills was identified by WSM Architects. In the Member Survey of 2018, under <i>Support for Additional Improvements</i>, a GVR Dog Park was 8th in a list of 17. Results were: 23% strongly support; 30% somewhat support; 17% somewhat oppose and 30% strongly oppose. At the May 13, 2022 Planning and Evaluation Meeting, a member of the committee introduced a proposal for construction of a GVR Dog Park at Canoa Ranch. It was then recommended to add this proposal to the project list for consideration. At the meeting, members of the GVR Foundation commented that they would be very happy to help provide funding for the project. In an unanimously approved motion by the P&E Committee on February 10, 2022, staff was directed, to work with the proposed GVR Canine Club to identify location and amenities for a GVR Dog Park and bring the findings back to the March 10, 2022 P&E Committee meeting so that the Committee may make a recommendation to the Board for consideration of a dog park. Staff met weekly with the president of the proposed GVR Canine Club, Leslie Kush and club member, Barbara Wray, to go over potential sites owned by GVR, design elements, size preferences and amenities of a GVR Dog Park. At the</p>

conclusion of the fourth meeting, the site originally identified in the 10yr. Strategic Master Plan was decided upon as the site with the best location and potential – Desert Hills Center.

The site has 2 areas with potential to be developed into a dog park. The first area is level with nearby utilities and approximately .23-acre. The other area is adjacent to the first but does have some slope and water run off characteristics that will have to be designed around.

Staff presented a review of the meetings with the club and the results of their search for a location to the P&E Committee at their March 10, 2022 meeting. The P&E Committee then unanimously approved a motion to recommend to the Board of Directors that a Dog Park be developed on a .43-acre site at the Desert Hills Center at a cost not to exceed \$95,000.

On March 15, the Committee decided to amend their original motion to: Move that P&E recommend to the GVR Board that a dog park be developed on a 0.23-acre site located behind the Desert Hills Center at a cost not to exceed \$25,000. The proposed GVR Canine Club is willing to fund raise \$5,000 toward this project. GVR staff are tasked with conducting due diligence with stakeholders and will report back to the P&E Committee.

On March 16, the P&E Committee voted unanimously to approve the new motion and to move it forward to the Board of Directors for consideration at their regular meeting on March 23, 2022.

Fiscal Impact:

Initial costs estimate for materials, utilities and amenities for the .23-acre park come in around \$25,000.

The proposed GVR Canine Club is willing to fund raise \$5000 for the project, leaving the not-to-exceed cost for GVR at \$20,000.

Board Options:

1. Direct staff to move forward with developing a GVR Dog Park at the Desert Hills Center at a cost not to exceed \$25,000, to conduct due diligence with stakeholders and report back to P&E for further instructions.
2. Provide alternative direction to staff

Staff Recommendation:

Option #1

Recommended Motion:

Move to direct staff to develop a GVR dog park on a 0.23-acre site located at the Desert Hills Center at a cost not to exceed \$25,000. The proposed GVR Canine Club is willing to fund raise \$5,000 toward this project. GVR staff are tasked with conducting due diligence with faceted stakeholders and will report back to the P&E Committee.

Attachments:

- GVR Dog Park – Desert Hills Aerial
- GVRCC Response to Dir. Hillyer’s Questions

GVR Dog Park – Desert Hills



GVR Dog Park – Desert Hills





Mission:
To support dog parks and other canine activities for GVR members, that encourages participants – both canine and human, to enhance physical and mental health through interactions and social connections.

3/15/2022

Response to questions about a GVR dog park raised by Director Hillyer

Questions:	Response
<p>1. How many GVR members own dogs?</p>	<p>A sampling of several GVR deeded HOAs shows roughly 30-50% own dogs. See examples below. CSEII – 45 dogs/115 homes or <u>39% have dogs</u> LC/Sonoma – 28 dogs/67 homes or <u>42% have dogs</u> Casa Paloma 1 – 120 dogs/256 homes or <u>47% have dogs</u> Madera Vista Townhomes – HOA president estimates <u>50% have dogs</u> San Ignacio Vistas 2 – 115 homes – estimate <u>30% have dogs</u> Country Club Vistas 3 – 14 dogs/30 homes or <u>47% have dogs</u> Prior to the pandemic, nationwide 56.4 % of all US households owned dogs. In the 2018 GVR member survey, over 50% of members supported a GVR dog park. According to a study conducted by the APPA (American Pet Products Association), pet ownership increased to 70% during the pandemic.</p>
<p>2. How many GVR members use the two public dog parks in Sahuarita?</p>	<p>It's difficult to quantify who currently uses the dog parks in Sahuarita because the parks are not conveniently located. Feedback from club members tells us the amount of time, fuel and mileage required for daily use of these parks is prohibitive to the largest percentage of Green Valley dog owners. GVR owners don't mind driving their dogs to parks, it's the distance and expense that are increasingly troublesome.</p> <p>We are asking to build a GVR Dog Park, that will be managed and maintained with active GVR Canine Club interaction with GVR staff.</p> <ul style="list-style-type: none"> • Vaccination records screened through club • Training of owner and dog reviewed through club • Identifiable participants through security access • Away from chaos of highway noise and central to Green Valley • Walking distance from several HOAs in a densely populated area of GV • Access considerate to the reduced mobility and stamina of an aging population • Comfort of shade, water, and seating • Member responsibility & friendly support when needed • Pride of ownership/maintenance and sustainability to a higher degree than public park standard • Dues and fund raising supported
<p>3. How many Green Valley HOAs already have dog parks, or have room to put them?</p>	<p>Only one HOA was identified as having a dog park - The Springs. It's less than 0.10 acre with no amenities, built as a dog run, not park. This is a private dog run, funded by residents' HOA dues and for private use of this HOA only. A posted sign reads: "No public dog walking" on the trail leading to this dog area.</p>



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3/15/2022

Questions:	Response
<p>4. Does it make sense for GVR to create a dog park when it doesn't have any people parks?</p>	<p>Dog parks ARE people parks. Every dog comes to the park with at least one human being. Dog owners use these parks as their choice of outdoor recreation with their animal as well as friends, neighbors, and fellow enthusiasts.</p> <p>Actually, Green Valley DOES have several wonderful people parks. These include the Canoa Hills Trails Park (former CH golf course) with miles of paved trails, Desert Meadows, Historic Canoa Ranch. None of these parks allow OFF-LEASH opportunities for dogs.</p> <p><i>“Dog parks enable senior citizens and people with disabilities, who cannot always walk their dogs, a safe alternative.”</i> Jennifer Fearing of The Humane Society of the US.</p> <p>GVR’s mission is to create opportunities, social activities, and leisure activities to enhance the quality of life of all members. Dog parks are as much about dog owners socializing, as they are about pets being off leash. Research suggests that people who exercise with their dogs are more likely to stick with a fitness program.</p>
<p>5. Aren't dog parks something Pima County should do, not GVR?</p>	<p>Unfortunately, Pima County has not supported a dog park at any of their three county owned parks.</p> <p>Through our research we find that dog parks are created by communities and recreational partners so that the dog parks can become a reality in a reasonable time. For example, Pima County’s master plan for the Canoa Preserve softball fields included plans for a dog park, however that was over ten years ago and at a projected budget of \$450,000. No further action on this project has occurred.</p>
<p>6. Does GVRF plan to contribute any sum of money toward the dog park project? If so, how much?</p>	<p>Yes, and this is how: The GVR Foundation funds referred to are endowments, meaning that donors have asked that the principle remain intact as a permanent source of income, while only a small % of the principle is spent each year. For example, the GVR Foundation has a MAP endowment.</p> <p>The way the GVR Foundation works with clubs is two-fold.</p> <ol style="list-style-type: none"> 1) In the case of the GVR Canine Club, the Foundation has identified several grants that will help pay for amenities in the dog park. As a non-profit 501(c)(3), the Foundation can apply for, and receive grants, while GVR cannot. The GVR Foundation has identified a grant opportunity with PetSafe. The \$25,000 grant is awarded to communities building their first dog park. The “Bark For Your Park” funding can be used for any number of amenities inside the park. Applications will be accepted starting May 1. 2) The GVR Foundation is actively working with a number of GVR clubs to help them raise funds in this way, including the Hunting & Fishing, Ceramics, Lapidary, Artisan shop and Pickleball clubs.
<p>7. What will additional insurance costs be for GVR, if it creates and maintains a dog park?</p>	<p>The expected liability insurance for GVR’s dog park is \$400/ year. (Note: As with many of the clubs in GVR, liability lies with the club member).</p>
<p>8. What will a GVR dog park actually cost to build and maintain?</p>	<p>The dog park budget for the upper level at Desert Hills is \$25,000. We hope that a firm budget can be developed of the lower level at Desert Hills this year. Ongoing maintenance will be a partnership between the Canine Club and GVR. It is our understanding that GVR staff will present an updated and substantially better focused dog park budget at the March BOD meeting.</p>



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3/15/2022

Questions:	Response
<p>9. How many other GVR projects, that have been discussed for many years, will be leapfrogged by this dog park project? What opportunity has been given to supporters of these soon-to-be-neglected projects to have say in this process?</p>	<p>This project has not “leap-frogged”, but rather has gone through the required P&E evaluation process. A dog park at Desert Hills was part of the recommendation as far back as the 2016 GVR Facility Master Plan developed by WSM architectural firm. In addition, a full-fledged dog park recommendation was made to the P&E Committee in May 2021. During the past year, GVR staff have identified and evaluated six different possible locations for a dog park on GVR property.</p>
<p>10. Has the P&E committee actually undertaken an evenhanded analysis of this project thus far?</p>	<p>It is our understanding that the dog park has been evaluated by GVR staff using the prescribed evaluation criteria and it scored high. Several items were identified for additional follow up, several of which have already been addressed — insurance, CPM. The motion to move forward was passed by a unanimous vote of the P&E Committee at their March meeting.</p>
<p>11. What is the impact of a dog park on home values?</p>	<p><i>“Dog parks are among the fastest growing amenities park and recreation agencies offer,”</i> said Barbara Tulipane, CAE, NRPA president and CEO. <i>“Whether it’s allowing dogs a chance to play off-leash or get exercise with their owners, having a safe space to roam freely benefits the surrounding communities.”</i> NRPA (National Recreation and Park Association)</p>
<p>12. What is the role of the proposed GVR Canine club to the dog park?</p>	<p>The GVR Canine Club’s purpose is to be a resource for GVR members to promote and support the wellbeing of their dogs while enjoying the company of other dog owners. Club activities focus on the creation and use of ON/OFF LEASH dog parks, dog owner education, guest speakers and training demonstrations. We welcome all makes and models of dogs.</p> <p>The GVR Canine Club would be intimately involved in all aspects of the Desert Hills Dog Park. This would include the training of members, partnership of ground maintenance and monitoring activities at the park. Visit our new website at www.gvrcanine.org.</p> <p>In simple terms we are bringing GVR dog owners together to make it practical, safe, and fun to play with our dogs outside & OFF-LEASH. We can do this by repurposing otherwise unused free space as playgrounds for people and dogs.</p>
<p>In summary, we want to thank the board for their interest and inquiries about our request for a dog park. We invite you to visit our new website at www.gvrcanine.org to learn more about how the GVR Canine Club is bringing dog lovers together in healthy and happy ways.</p>	