



AGENDA

BOARD OF DIRECTORS SPECIAL MEETING

Wednesday, April 20, 2022 – 2pm

West Center Auditorium / Zoom

*Code of Conduct

Directors: Kathi Bachelor (President), Donna Coon (Vice President), Bart Hillyer (Secretary), Carol Crothers (Treasurer), Laurel Dean (Assistant Secretary), Jim Carden (Assistant Treasurer), Nancy Austin, Barbara Blake, Ted Boyett, Beth Dingman, Steve Gilbert, Bev Lawless, Scott Somers (non-voting)

AGENDA TOPIC

1. **Call to Order / Roll Call – Establish Quorum**
2. **Amend/Adopt Agenda**
3. **CEO Report**
4. **President's Report**
5. **Business**
 - A. Appointment and Approval of Committee Chairs (Bachelor)
 - B. Direct CEO to Continue with Improvements to the CPM (Somers)
 - C. Direct CEO to Issue an RFP for Legal Services (Bachelor)
6. **Member Comments** - Regarding Consent Agenda and/or Non-Agenda Items. Speakers are asked to provide their name and GVR member number. Please limit comments to two (2) minutes.
7. **Adjournment**



Green Valley Recreation, Inc.

Board of Directors Special Meeting

Appointment and Approval of Committee Chairs

Prepared By: Nanci Moyo, Administrative
Supervisor

Meeting Date: April 20, 2022

Presented By: Kathi Bachelor, President

Consent Agenda: No

<p>Originating Committee / Department: Board President</p>
<p>Action Requested: Appoint and Approve 2022-23 Committee Chairs</p>
<p>Strategic Plan Goal: Goal 5: Provide sound, effective governance and leadership for the corporation.</p>
<p>Background Justification: GVR Bylaws, Article VIII, Section 1 states the Board of Directors shall establish the following Standing Committees: Board Affairs, Fiscal Affairs, Nominations & Elections, Planning and Evaluation, and Investments. Section 3 states the Audit Committee chairperson is nominated by the President and Finance Director of the Corporation, with Board approval. Committee members are appointed by the committee chairperson and do not require Board approval.</p>
<p>Fiscal Impact: None</p>
<p>Board Options: 1) GVR President nominate chairpersons for 2022-23 committees, GVR Board of Directors approve appointment.</p>
<p>Recommended Motion: Move the Board of Directors approve the appointment of 2022-23 Committee Chairpersons as nominated by the President.</p>
<p>Attachments: 1) CPM: Section VI, Subsection 4: Board Committees' Duties and Responsibilities 2) Proposed Meeting Schedules for the Committees</p>

SUBSECTION 4. BOARD COMMITTEES' DUTIES AND RESPONSIBILITIES

A. Terms of Board Committee Chairpersons

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

B. Committees of The Board of Directors (updated 9/30/2020)

1. Standing and Special/Ad Hoc 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.
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.
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. To the extent possible, 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, a request shall be made by email to the committee chairperson at least three business days prior to the meeting. Directors will be provided with all materials otherwise provided to committee members.

C. Duties and Responsibilities of Board Committees

1. Board Affairs Committee
 - a. 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. Review and recommend revisions, 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. Review and recommend Board action on group applications for GVR "Club Status."
 - e. Where appropriate, recommend modification to GVR club policies, in keeping with the best interest of the Corporation.
 - f. Review 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. 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 shall be forwarded to the Board for their review and appropriate action.
 - h. 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 con statements.
 - i. Meet with Club officers to adjudicate any disputes concerning the Annual Club Agreement.
 - j. If a committee wishes to make changes to the Corporate Policy Manual (CPM):
 - a. The committee will provide a paragraph stating the purpose and goal of the proposed changes to the Board Affairs Committee (BAC).
 - b. If the BAC approves the purpose and intent, BAC will forward to GVR's legal counsel to draft changes.
 - c. The draft changes will be presented to 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 GVR Board of Directors for approval.
2. Fiscal Affairs Committee
- a. Membership Considerations:
 - To the extent possible, the committee will include members knowledgeable about capital projects and members with experience in financial management.
 - b. Responsibilities:
 - 1. Review and assist in presenting the annual budgets to the Board. Such review will consist of recommending Reserve, the

disposition of the Revenue/Expense Adjustment, and the amount of the Capital Fund Cash Account.

2. Monitor progress toward achievement of annual fiscal objectives.
 3. Review financial statements (operations, capital analysis and balance sheet), and report to the Board, as appropriate.
 4. Coordinate with the GVR Audit Committee.
 5. Review and recommend policy to assure financial control.
 6. Recommend the establishment and the amount of tenant fees, membership dues, initial fees, transfer fees, and assessments.
 7. Recommend the financing method to be adopted for specific major projects recommended by the Planning and Evaluation Committee for Board approval.
 8. Coordinate with the Planning and Evaluation Committee as it relates to proposed expenditures for capital improvements.
3. Planning and Evaluation Committee (updated 9/27/2016)
- a. Membership Considerations:
To the extent possible, the committee will include members knowledgeable about capital projects and members with experience in financial management.
 - b. 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.
4. Audit Committee (updated 10/28/2014)
- a. Membership:
The Audit Committee shall consist of two or more GVR members who should have knowledge of financial reporting and internal control procedures.
 - b. 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

5. Nominations & Elections Committee (updated May 22, 2018)
 - a. 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. The members of the Committee selected by the Chairperson shall represent various geographic areas to the extent possible. Committee members will serve a one (1) year term, provided however, 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)
 - b. Responsibilities:
 1. **Nominations**
 - a) Determine the qualifications and eligibility of each candidate.
 - 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 candidates submitted by nomination petition to the Secretary, within the deadline (sixty (60) days prior to the annual 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.
- 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.
- h) 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 Nominations and Elections Chairperson or their representative.

NOTE: refer to Bylaws Article V, Section 3

3. Election Results

- a) The Committee shall have 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 Board Secretary of the results of the election.
- d) In the election of Directors, if there are fewer than fifty (50) valid votes separating the last successful candidate and the first unsuccessful candidate in the election, 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 records for a period not less than three (3) years in accordance with the Arizona Nonprofit Corporation Act.

5. Board Orientation & Training:

Arrange appropriate in-service training, as required, for the Board. Ensure that Board orientation programs are held annually.

6. Investments Committee (updated 02/24/2021)

- a. Membership. 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.
- b. Responsibilities. The IC has the following specific responsibilities and duties with respect to the 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

Board Affairs Committee
Meeting Schedule: 2022-2023
2nd Tuesday of Each Month

Day	Date	Time	Location	Open / Closed
Tuesday	May 10, 2022	1:30-3:00pm	WC – Rm 2 / Zoom	OPEN
Tuesday	June 14, 2022	1:30-3:00pm	WC – Rm 2 / Zoom	OPEN
Tuesday	July 12, 2022	1:30-3:00pm	WC – Rm 2 / Zoom	OPEN
Tuesday	August 9, 2022	1:30-3:00pm	WC – Rm 2 / Zoom	OPEN
Tuesday	September 13, 2022	1:30-3:00pm	WC – Rm 2 / Zoom	OPEN
Tuesday	October 11, 2022	1:30-3:00pm	WC – Rm 2 / Zoom	OPEN
Tuesday	November 8, 2022	1:30-3:00pm	WC – Rm 2 / Zoom	OPEN
Tuesday	December 13, 2022	1:30-3:00pm	WC – Rm 2 / Zoom	OPEN
Tuesday	January 10, 2023	1:30-3:00pm	WC – Rm 2 / Zoom	OPEN
Tuesday	February 14, 2023	1:30-3:00pm	WC – Rm 2 / Zoom	OPEN
Tuesday	March 14, 2023	1:30-3:00pm	WC – Rm 2 / Zoom	OPEN

Updated: 3/31/2022

Fiscal Affairs Committee
Meeting Schedule: 2022-2023
3rd Tuesday of Each Month

Day	Date	Time	Location	Open / Closed
Tuesday	May 17, 2022	1:30-3:00pm	WC – Rm 2 / Zoom	OPEN
Tuesday	June 21, 2022	1:30-3:00pm	WC – Rm 2 / Zoom	OPEN
Tuesday	July 19, 2022	1:30-3:00pm	WC – Rm 2 / Zoom	OPEN
Tuesday	August 16, 2022	1:30-3:00pm	WC – Rm 2 / Zoom	OPEN
Tuesday	September 20, 2022	1:30-3:00pm	WC – Rm 2 / Zoom	OPEN
Tuesday	October 18, 2022	1:30-3:00pm	WC – Rm 2 / Zoom	OPEN
Tuesday	November 15, 2022	1:30-3:00pm	WC – Rm 2 / Zoom	OPEN
Tuesday	December 20, 2022	1:30-3:00pm	WC – Rm 2 / Zoom	OPEN
Tuesday	January 17, 2023	1:30-3:00pm	WC – Rm 2 / Zoom	OPEN
Tuesday	February 21, 2023	1:30-3:00pm	WC – Rm 2 / Zoom	OPEN
Tuesday	March 21, 2023	1:30-3:00pm	WC – Rm 2 / Zoom	OPEN

Updated: 3/31/2022

Investments Committee
Meeting Schedule: 2022-2023

Day	Date	Time	Location	Open / Closed
Wednesday	April 20, 2022	9:00-10:30am	Quarterly Meeting WC – Rm 2 / Zoom	OPEN
Wednesday	July 20, 2022	9:00-10:30am	Quarterly Meeting WC – Rm 2 / Zoom	OPEN
Wednesday	October 19, 2022	9:00-10:30am	Quarterly Meeting WC – Rm 2 / Zoom	OPEN
Wednesday	January 18, 2023	9:00-10:30am	Quarterly Meeting WC – Rm 2 / Zoom	OPEN

Updated: 3/31/2022

Nominations & Elections Committee

Meeting Schedule: 2022-2023

3rd Monday of Each Month

Day	Date	Time	Location	Open / Closed
Monday	May 16, 2022	1:30-3:00pm	WC – Rm 2 / Zoom	OPEN
Monday	June 20, 2022	1:30-3:00pm	WC – Rm 2 / Zoom	OPEN
Monday	July 18, 2022	1:30-3:00pm	WC – Rm 2 / Zoom	OPEN
Monday	August 15, 2022	1:30-3:00pm	WC – Rm 2 / Zoom	OPEN
Monday	September 19, 2022	1:30-3:00pm	WC – Rm 2 / Zoom	OPEN
Monday	October 17, 2022	1:30-3:00pm	WC – Rm 2 / Zoom	OPEN
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Monday	December 19, 2022	1:30-3:00pm	WC – Rm 2 / Zoom	OPEN
Monday	January 16, 2023	1:30-3:00pm	WC – Rm 2 / Zoom	OPEN
Monday	February 20, 2023	1:30-3:00pm	WC – Rm 2 / Zoom	OPEN
Monday	March 20, 2023	1:30-3:00pm	WC – Rm 2 / Zoom	OPEN

Updated: 3/31/2022

Planning & Evaluation Committee
Meeting Schedule: 2022-2023
2nd Thursday of Each Month

Day	Date	Time	Location	Open / Closed
Thursday	May 12, 2022	1:30-3:00pm	WC – Rm 2 / Zoom	OPEN
Thursday	June 9, 2022	1:30-3:00pm	WC – Rm 2 / Zoom	OPEN
Thursday	July 14, 2022	1:30-3:00pm	WC – Rm 2 / Zoom	OPEN
Thursday	August 11, 2022	1:30-3:00pm	WC – Rm 2 / Zoom	OPEN
Thursday	September 8, 2022	1:30-3:00pm	WC – Rm 2 / Zoom	OPEN
Thursday	October 13, 2022	1:30-3:00pm	WC – Rm 2 / Zoom	OPEN
Thursday	November 10, 2022	1:30-3:00pm	WC – Rm 2 / Zoom	OPEN
Thursday	December 8, 2022	1:30-3:00pm	WC – Rm 2 / Zoom	OPEN
Thursday	January 12, 2023	1:30-3:00pm	WC – Rm 2 / Zoom	OPEN
Thursday	February 9, 2023	1:30-3:00pm	WC – Rm 2 / Zoom	OPEN
Thursday	March 9, 2023	1:30-3:00pm	WC – Rm 2 / Zoom	OPEN

Updated: 3/31/2022



Green Valley Recreation, Inc.
Board of Directors Special Meeting

Update CPM to New Outline

Prepared By: Nanci Moyo, Administrative
 Supervisor

Meeting Date: April 20, 2022

Presented By: Scott Somers

Consent Agenda: No

Originating Committee / Department:

Administration

Action Requested:

Direct the CEO to have staff continue with updating the CPM to the new outline, approved by the Board at the December 15, 2021, meeting and to develop additional recommended improvements to forward to the Board Affairs Committee (BAC) for discussion and consideration.

Strategic Plan Goal:

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

Background Justification:

At the Board meeting on December 15, 2021, the Board voted to approve the new outline for the CPM. Staff is working to put the CPM into this new outline, including all the changes that have been approved by the Board since the December 15, 2021, meeting and to develop additional recommended improvements to forward to the BAC for discussion and consideration.. To provide an updated version of the CPM the transition to the new outline needs to be completed.

Fiscal Impact:

None

Board Options:

- 1) Approve the recommended motion as presented.
- 2) Direct the BAC to work on the new outline and develop recommendations for Board to consider.

Recommended Motion:

Move to direct the CEO to continue with updating the CPM into the new outline, and to develop additional recommended improvements to forward to the Board Affairs Committee for discussion and consideration.

Attachments:

- 1) New Outline

PART 1: MEMBERSHIP

SECTION 1 - DUES AND FEES

- 1.1.1 General**
- 1.1.2 Annual Dues**
- 1.1.3. Annual Dues Installment Payment Plan**
- 1.1.4. Initial Fees**
- 1.1.5. Property Acquisition Capital Fee**
- 1.1.6 Other Fees**
- 1.1.7. Member Payment Transactions**
- 1.1.8 Delinquencies**

SECTION 2 - USE OF GVR FACILITIES

- 1.2.1. Identification Cards**
- 1.2.2. Guest Policy**
- 1.2.3. Life Care Privilege**
- 1.2.4 Code of Conduct**
- 1.2.5 Rules and Regulations**
- 1.2.6. Special Facility Use Rules and Regulations**

SECTION 3 - SUSPENSION OF PRIVILEGES

- 1.3.1 Suspension for Delinquency**
- 1.3.2 Suspension for Conduct**
- 1.3.3 Effects of Suspension**

PART 2: BOARD OF DIRECTORS

SECTION 1 - POWERS, DUTIES, AND RESPONSIBILITIES

- 2.1.1 Responsibilities.**
- 2.1.2. Powers of The Board – updated 5/24/2017**
- 2.1.3 Director Vacancies**

SECTION 2 - OFFICER ELECTIONS

- 2.2.1 General**
- 2.2.2 The Nominating Ballot**
- 2.2.3 The Electing Ballot**

SECTION 3 - BOARD MEETINGS

- 2.3.1. Rules of Order for Agenda Preparation**
- 2.3.2 Protocol and Conduct for Board Meetings**
- 2.3.4. Minutes of Board Meetings**

SECTION 4 - CODE OF CONDUCT

- 2.4.1 Board Code of Conduct**
- 2.4.2 Code Enforcement Procedures**

SECTION 5 - MISCELLANEOUS

- 2.5.1 Use of Legal Counsel**

PART 3: COMMITTEES

SECTION 1 - GENERAL

3.1.1 Terms of Board Committee Chairpersons

3.1.2. Committees of The Board of Directors

SECTION 2 - BOARD AFFAIRS COMMITTEE

3.2.1. Duties and Responsibilities

SECTION 3 - FISCAL AFFAIRS COMMITTEE

3.3.1 Membership Considerations

3.3.2. Responsibilities

SECTION 4 - PLANNING AND EVALUATION COMMITTEE

3.4.1. Membership Considerations

3.4.2 Responsibilities

SECTION 5 - AUDIT COMMITTEE

3.5.1. Membership

3.5.2. Responsibilities

SECTION 6 - NOMINATIONS & ELECTIONS COMMITTEE

3.6.1. Membership

3.6.2. Responsibilities

SECTION 7 - INVESTMENTS COMMITTEE

3.7.1. Membership

3.7.2. Responsibilities

PART 4: CHIEF EXECUTIVE OFFICER

SECTION 1 - AUTHORITY OF THE CEO

4.1.1. General

4.1.2. Fiscal Authority

4.1.3. Programmatic Authority

SECTION 2 - RESPONSIBILITIES

4.2.1. Human Resources

4.2.2. Board Relationship

4.2.3. Other Responsibilities

SECTION 3 - COMPENSATION AND REVIEW

4.3.1. Chief Executive Officer Compensation

4.3.2. Chief Executive Officer – Performance Appraisal Process

PART 5: FISCAL/ACCOUNTING

SECTION 1 - FISCAL POLICY

5.1.1 Definitions

5.1.2 Accounting

5.1.3 Purchasing

SECTION 2 - INVESTMENT POLICY

5.2.1. Investment Policy

5.2.2. Financing

5.2.3. Revolving Line of Credit

SECTION 3 - RESERVE POLICY

5.3.1. Overview

5.3.2. Reserve Study Policy

5.3.3. Maintenance of GVR Financial Reserve System

5.3.4. Reserve Contributions and the Annual Budget:

5.3.5. Paying from reserve accounts or reimbursing operating cash account for reserve expenditures

5.3.6. Priority of making contributions to Reserve Accounts

5.3.7. Rebalancing Reserve Accounts

5.4.8. Emergency Reserve Fund (previously the Operating Reserve Fund)

5.3.9. Maintenance, Repair & Replacement Reserve Fund (previously the Capital Reserve Fund)

5.3.10 Annual Reserve Study

5.3.11. Initiatives Reserve Fund (previously Initiatives & Innovations Reserve Fund)

PART 6: GVR PROGRAMS AND CLUBS

SECTION 1 - GVR PROGRAMS

6.1.1. Objective

6.1.2. Acceptance of Grant Funding

6.1.3. GVR Activities Open To the General Public

6.1.4. General Public Ticket Surcharges

6.1.5. GVR As Ticket Outlet for Non-GVR Sponsored Programs

SECTION 2 - GVR CLUBS

6.2.1 Organization

6.2.2. Membership/Guests/Monitoring

6.2.3. Insurance

6.2.4. Financial and Tax Requirements

6.2.5. Sales Tax

6.2.6. Facilities

6.2.7. Reservations

6.2.8. Clubs and Class offerings

6.2.9. Club Reporting and Records Management

6.2.10. Club Bylaws

6.2.11. Member Code of Conduct

6.2.12. Three Strike Rule

6.2.13. Peer Committees

6.2.14. Dissolution of a Club

SECTION 3 - HOBBY SHOPS AND STUDIO CLUBS

6.3.1. Basic Services

6.3.2 Equipment

6.3.3 Members' Use of Hobby Shops

6.3.4. Merchandise/Product Sales

6.3.5. Liquor Policy

PART 7: COMMUNICATIONS

SECTION 1 - POLICIES

7.1.1. General

7.1.2. GVR email Administrator

7.1.3. Prohibited Email Communications

SECTION 2 - EXTERNAL COMMUNICATIONS

7.2.1. Public Information officer (PIO) as Point of Contact

7.2.2. Information Prohibited from Public Release

7.2.3. Correction of Inaccurate Information

7.2.4. Media & Public Access

7.2.5. Media Access

7.2.6. Media Coverage of Public Events

7.2.7. Media Access to GVR Clubs

7.2.8. Media Requests for Information – Media Inquiries

SECTION 3 - MEMBER COMMUNICATIONS

7.3.1. Response to Member Communications Sent to Staff

7.3.2. Response to Member Communications Sent to the Board of Directors

7.3.3. Member Comments at GVR Board of Director Meetings

7.3.4. Email Communications with Members

7.3.5. GVR Email Updates

7.3.6. GVR Board of Directors Email Policy

7.3.7. Board of Directors Email Policy

7.3.8. Prohibited Email Communications

SECTION 4 - ELECTRONIC & SOCIAL MEDIA

7.4.1. General

PART 8: RISK MANAGEMENT

SECTION 1 - GENERAL

8.1.1. Policy

8.1.2 Disaster Recovery

SECTION 2 - INSURANCE

8.2.1. Coverages

8.2.3. Volunteers and Members

8.2.4. Committee Members

SECTION 3 - MISCELANEOUS

8.3.1. Indemnification

The Corporation shall indemnify and hold harmless its officers,

PART 9: HUMAN RESOURCES

SECTION 1 - EMPLOYMENT PRACTICES MANDATES

9.1.1. Non-Discrimination Policy

9.1.2. Non-Discrimination Practices

SECTION 2 - CORPORATE PERSONNEL

9.2.1. Policy Statement

9.2.2. Equal Employment Opportunity Policy

SECTION 3 - MISCELLANEOUS

9.3.1. Volunteers

9.3.2. GVR 401(K) Contribution Plan

9.3.3. Records Retention Policy

PART 10: MISCELLANEOUS

SECTION 1 -PETITIONS FOR BOARD CANDIDATES AND PROPOSED BYLAW AMENDMENTS

10.1.1 Petition Process

10.1.2. Requirements for Signatures

SECTION 2 - EXAMINATION OF CORPORATE DOCUMENTS

10.2.1. Authority

10.2.2. Charge for Documents

10.2.3. Member Requests for Information

SECTION 3 - MISTAKE OR TYPOGRAPHICAL ERROR IN PRINTED MATERIAL IN THE CORPORATE POLICY MANUAL



Green Valley Recreation, Inc.
Board of Directors Special Meeting

RFP for Legal Services

Prepared By: Nanci Moyo, Administrative
Supervisor

Meeting Date: April 20, 2022

Presented By: Kathi Bachelor, President

Consent Agenda: No

<p>Originating Committee / Department: Board President</p>
<p>Action Requested: Direct CEO to Issue an RFP for Legal Services</p>
<p>Strategic Plan Goal: Goal 5: Provide sound, effective governance and leadership for the corporation.</p>
<p>Background Justification: In order to ensure due diligence and good value, it is appropriate for the Board to seek alternatives for professional services from time to time. For example, the Board will be asked to consider alternative financial auditing services this year. Additionally, the Board may want to seek alternative legal services. The current corporate attorney has contracted intermittently with GVR since 2004. The Board is seeking General Counsel that could provide a range of services needed for GVR.</p>
<p>Fiscal Impact: None at this time.</p>
<p>Board Options: 1) Direct the CEO to issue an RFP for general legal services. 2) Remain with the current corporate attorney. 3) Provide an alternative direction to staff.</p>
<p>Recommended Motion: Staff will take direction.</p>