



## MINUTES

### BOARD AFFAIRS COMMITTEE MEETING

Tuesday, June 12, 2018

1:30 pm MST – Santa Rita Springs Fiesta Room

Posting approved by Chair Gail Vanderhoof June 23, 2018 7:41am  
Pending Committee Approval

*GVR Mission Statement: “To provide recreational, social and leisure education opportunities that enhance the quality of our members’ lives.”*

Attendees: Gail Vanderhoof (Chair), Donna Coon (Advisor), Carol Crothers (Ex-Officio), Suzan Curtin, John Haggerty, Jerry Humphrey, Bob Northrup, Sandra Thornton, Jen Morningstar (Staff Liaison)

Remote Attendees: Charles Sieck (Associate Chair), Lynne Chalmers

Absent: Gail Ault, Arthur LaFrance

Call to Order / Establish Quorum: Chair Vanderhoof called the meeting to order at 1:30pm; Northrup took role, quorum established

#### Adopt Agenda

**MOTION: Haggerty / Seconded. Adopt Agenda as amended**

**Passed: unanimous**

#### Approve Minutes

**MOTION: Haggerty / Seconded. Approve minutes as amended**

**Passed: unanimous**

#### New Business

##### 1. Board of Directors email policy

**MOTION: Chalmers / Seconded. Recommend Board of Directors approve proposed changes to email policy in the Corporate Policy Manual**

##### **SECTION VI – BOARD/BOARD COMMITTEES**

##### **SUBSECTION 1. POWERS, DUTIES, AND RESPONSIBILITIES OF THE BOARD OF DIRECTORS**

##### **C. Board Of Directors Email Policy**

~~GVR shall maintain a password-protected generic email account (“GVR Director Email Address”) which shall serve as the sole means of email communication between members and GVR Directors relating to GVR business and/or operations. The GVR Director Email Address shall be posted on the GVR website and may be published in GVR publications and Members will be directed to communicate to Directors via the GVR Director Email Address.~~

~~Directors shall be assigned an email address by GVR which they shall use for all email communications relating to GVR business and/or operations between each other and/or GVR staff.~~

*It is the policy of GVR that all email communications concerning GVR governance and other corporate matters be managed through a central server. To facilitate this policy GVR shall provide each member of the Board of Directors with an official GVR email address which is to be used for all email communications relating to GVR business and/or operations between Directors and/or GVR staff, and email communications between GVR members and Directors.*

*If a Director receives an email on their personal email from a GVR member concerning GVR matters and if a response is appropriate, the Director shall forward the incoming message to their official GVR email address and then send a response from that official GVR email address.*

*In email communications with members, Directors shall be mindful of their duty to support the legitimacy and authority of Board decisions.*

*GVR shall also maintain a password-protected generic email account (general inquires) which shall serve as the means of email communications between members and the Board collectively and/or the CEO for matters relating to GVR business and/or operations. The Directors’ official email addresses and the GVR general inquiries email address shall be posted on the GVR website and may be published in GVR publications.*

*It is the policy of the GVR Board of Directors that individual Board members shall not use email to discuss, debate, or make policy or operational practice statements related to GVR whether in response to a member’s comments or for any other purpose except as may be specifically authorized by the Board. **This policy does not apply to GVR Board committees or subcommittees.***

***The Board specifically authorizes that individual Board members may use email communication to discuss, inform or debate issues and policy or operational practices at the committee or subcommittee level prior to a vote by the Board of Directors, unless dealing with personnel or legal matters.***

*Other than voting on an action without a meeting (ARS 10-3821) it is the policy of the GVR Board of Directors that individual Board members shall not use email to make policy or vote on any matter related to GVR.*

**Passed: unanimous**

## **2. Communications Policy**

**MOTION: Haggerty / Seconded. Recommend the Board of Directors reinstate the following into the Corporate Policy Manual**

**SECTION X – MISCELLANEOUS  
SUBSECTION 1. COMMUNICATIONS POLICY**

**B. MEMBER COMMUNICATIONS**

**5. Email Communications with Members**

**~~e. GVR Board of Directors Email Policy (upd. 10/25/2016)~~**

~~To facilitate communications among GVR Board Directors, GVR’s Board approved “Email Policy” provides each member of the Board of Directors with an official GVR email address, which is to be used solely for governance related communications between Board members and GVR staff only.~~

~~A generic email address for members to communicate electronically with the Board of Directors ([board@gvrec.org](mailto:board@gvrec.org)) is posted on the GVR website and published in each GVR Now! Newsletter. Emails addressed to the Board shall be reviewed by the CEO and the designated GVR Email Administrator who shall archive all such email messages, forward them to the Board President, and copy other Directors. Any director who receives a communication in a personal non-GVR email account that concerns GVR business and/or Board matters shall forward same to the CEO for review and if appropriate, archiving by the GVR Email Administrator.~~

~~It is the policy of the GVR Board of Directors that individual Board members shall not use email to discuss, debate, or make policy or operational practice statements related to GVR whether in response to a member’s comments or for any other purpose except as may be specifically authorized by the Board.~~

**6. Prohibited Email Communications**

The following email communications by GVR’s Directors, members, employees, and volunteers are strictly prohibited:

- a. Messages containing offensive language, including, but not limited to, defamatory, racist or obscene remarks
- b. Messages intended to or that would cause a reasonable person to be alarmed, annoyed or harassed
- c. Messages containing an attachment that is from someone other than the member sending the email
- d. Any attempt to disguise the sender's identity or an email with an anonymous sender
- e. Potentially damaging messages, including but not limited to, mass or commercial messages, spam, and messages containing viruses
- f. Messages concerning GVR business and/or operations addressed from a GVR Director’s personal email account
- g. Personal emails using a GVR email account

**Passed: unanimous**

**3. LifeCare Members Policy**

**MOTION: Haggerty / Seconded. Recommend the Board of Directors amend the Life Care Member Policy in the Corporate Policy Manual as follows:**

SECTION II – MEMBERSHIP

SUBSECTION 2. GENERAL

C. Life Care Privilege

7. Life Care Users are subject to the following:
- a) May not serve on **or be a member of a Committee of the Board**, the Board of Directors **or a club**.
  - b) **May not vote for any governance membership issues.**
  - c) ~~Life Care Users may purchase guest cards following the same guidelines established for guests of any GVR Member.~~

**MOTION TO AMEND: Haggerty / Seconded. Remove “or a club.” From a).**

**Passed: unanimous**

**Amended Motion Passed: unanimous**

*\*\*the committee requested the issue be submitted to GVR’s attorney for an opinion on whether LifeCare Members may join and participate in GVR clubs.*

**4. LifeCare Members Guest Policy**

**MOTION: Haggerty / Seconded. Recommend the Board of Directors amend Life Care Guest Policy in Corporate Policy Manual as follows:**

SECTION II – MEMBERSHIP

SUBSECTION 2. GENERAL

B. Guest Policy

- 1. Guest privileges are intended for temporary visitors of a Regular Member, Assigned Member, Tenant, or ~~Life Care User~~ **CRCF Resident** of GVR and who live outside a twenty (20) mile radius of established GVR Boundaries. In general, guest cards are provided for visitors who are staying in a GVR household with the member or who are staying in a local commercial hotel as a guest of the member.

*and*

- 15. ~~Life Care Privilege~~ **CRCF Residents** ~~Life Care Users~~ may purchase ~~Annual Guest Cards~~ **and** ~~Daily Guest Passes~~ following the same guidelines established for guests of any ~~GVR Member~~ **Tenant**.

**Motion Failed: 1 yes (Haggerty) / 5 no / 3 abstain (Northrup, Sieck, Vanderhoof)**

Meeting adjourned at 3:05pm