

# EXHIBIT 1

## 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 Board business. ~~and/or operations between each other and/or GVR staff.~~

~~The Secretary of the Board of Directors is authorized to determine where the subject of an email should be dealt with, i.e., which committee or Board meeting, and to respond to member emails that request a response.~~

By Board policy, members who wish to receive a response to an inquiry addressed to the Board must indicate that a response is requested when the inquiry is sent.

The following procedure is to be used when a response is requested from the Board.

1. The Board President (or his/her absence the Vice President) shall review the email and decide if a response is required. If no response is needed, the Board will be notified that a response will not be provided.
2. If the member email requires a response, the Board President (or his/her absence the Vice President) shall assign the email to an appropriate Director(s) who will draft a response within five (5) business days.
3. The responding Director will submit their draft response to the four (4) Board Officers. No less than two (2) Board Officers will review the response for appropriateness and approve its publication on the FAQ page of the website.
4. The Board Secretary will oversee the aforementioned procedure and submit the Member inquiry and Board response to staff for publication on the website.
5. Upon publication on the FAQ page, staff will notify the member who submitted the email that the answer to their inquiry has been published.
6. The identity of the member will not be published on the FAQ page.