



AGENDA

Board Affairs Committee

Tuesday, March 14, 2023
1:30-3:00pm MST
West Center Room 2 / Zoom

GVR's Mission Statement: "To provide excellent facilities and services that create opportunities for recreation, social activities, and leisure education to enhance the quality of our members' lives."

Committee: Donna Coon (Chair), Carol Crothers, Joyce Finkelstein, Jerry Humphrey, Nellie Johnson, Ed Knop, Chuck Soukup, Beverly Tobiason, Jodie Walker, Tony Zabicki, Kathi Bachelor (ex-officio), Scott Somers (CEO), Nanci Moyo (Administrative Supervisor/Liaison)

Agenda Topic

- 1. Call to Order / Roll Call – Establish Quorum**
- 2. Approve Meeting Minutes:** February 14, 2023
- 3. Chair Comments**
- 4. Business**
 - a. Adopt FAC Recommended Procurement and Spending Authority Policy – CPM Part 5 – Fiscal/Accounting, Section 4 (all new)
 - b. Adopted Board Credo
- Where should this be placed in our governing documents?
 - c. Club Request: Italian Club
 - d. Review draft Year-End BAC report for the BOD
- 5. Member Comments**
- 6. Adjournment**

Next Meeting: Tuesday, May 9, 2023, West Center, Room 2/Zoom, 1:30-3:00pm



MINUTES

Board Affairs Committee

Tuesday, February 14, 2023, 1:30pm
WC Room 2 / Zoom

Committee: Donna Coon (Chair), Carol Crothers, Joyce Finkelstein, Jerry Humphrey, Nellie Johnson, Ed Knop, Chuck Soukup, Beverly Tobiason, Jodie Walker, Tony Zabicki, Kathi Bachelor (ex-officio), Scott Somers (CEO), Nanci Moyo (Liaison/Administrative Supervisor)

Absent: Beverly Tobiason, Jodie Walker

Visitors: 2

1. Call to Order / Roll Call – Establish Quorum

Chair Coon called the meeting to order at 1:28pm MST. Roll call by Nanci Moyo. Quorum established.

2. Approve Meeting Minutes: January 10, 2023

MOTION: Johnson moved / Humphrey seconded to approve January 10, 2023, Meeting Minutes as presented.

Passed: 5 yes / 2 abstained (Finkelstein, Soukup)

3. Chair Comments:

- Thanked Board Affairs Committee (BAC) members for coming to the January 18, Board Work Session, for the discussion on the Corporate Policy Manual (CPM) Part 3 Committees.
- Part 3: Committees – Section 1.G was not resolved and was returned to BAC for further discussion.
- On January 19 a small group of the BAC met to discuss Part 3 and how to present to the Board at the January 25, Regular Meeting.
- At the January 25, Regular Meeting of the Board Part 3 Committees and the proposed Bylaws were pulled from the Agenda by a vote of the Board. This stopped the proposed Bylaws from going to the 2023 Ballot for the membership to vote on.

4. Business

a. Review and Develop a Permanent Solution vs. Annual Fee Waiver for Part 6, Section 2: 6.2.2.K.5

MOTION: Johnson moved, Finkelstein seconded to recommend to the Board of Directors to approve this change to Part 6, Section 2:

6.2.2.K.3 – “Non-members will pay an event fee of no more than one half of the daily guest fee approved by the Board. Staff will work with the Clubs to establish the event fee if requested.” Eliminate 6.2.2.K.5.

Passed: unanimous

- b. Review Staff Recommendation for Tracking CPM Changes
MOTION: Coon moved, Crothers seconded to approve the staff recommendation for tracking CPM changes on a separate document from the CPM beginning January 1, 2022.
Passed: unanimous
- c. Review CPM Part 7
MOTION: Johnson moved, Zabicki seconded to recommend to the Board of Directors to approve Part 7 as presented in the BAC Meeting Book as the clean copy.
Passed: unanimous
- d. Review CPM Part 3
MOTION: Johnson moved, Finkelstein seconded to recommend to the Board modified language to Part 3 Committees, 3.1.1.G: "Committee members shall be GVR members in good standing and must submit an application for a Committee appointment. The President, Chairperson, and CEO will review applications. After review of the applications the Chairperson will select Committee members and inform the Board of the appointments at the April meeting. Staff, as liaisons to the Committees, will be selected by the CEO. Vacancies on the Committee during the year may be filled by the Chairperson after consulting with the President.
Passed: unanimous
- MOTION: Johnson moved, Crothers seconded to recommend to the Board modified language to Part 3 Committees, 3.1.1.D: "Members are encouraged to apply for committee positions and if possible, serve for multiple years. It is recommended that chairs seek to have at least 1/3 new members each year and limit committee participation to no more than six (6) consecutive years."**
Passed: unanimous
- MOTION: Johnson moved, Finkelstein seconded to recommend to the Board to approve Section 1 only of Part 3 Committees as amended at the February 14, 2023, BAC meeting, for the next Regular Board meeting.**
Passed: unanimous

5. New Business:

Carol Crothers shared with the BAC about a proposal for a motion at the Regular Meeting of the Board of Directors in February regarding policy for GVR to follow an internal financial manual, and having high-level process approach for major capital projects with a project plan reviewed monthly.

General discussion held regarding this proposed motion from the BAC was to have it come before the BAC before it goes to the Board of Directors or to bring it before the Board of Directors for them to

charge/assign the BAC with developing a policy.

6. Member Comments: 0

7. Adjournment: The meeting was adjourned at 2:54pm, MST.

Next Meeting: Tuesday, March 14, 2023, West Center, Room 2/Zoom, 1:30 – 3:30pm

DRAFT



Green Valley Recreation, Inc.
Board Affairs Committee

Procurement and Spending Authority Policy

Prepared By: Donna Coon, BAC Chair
 and Carol Crothers, FAC Chair

Meeting Date: March 14, 2023

Presented By: Carol Crothers, FAC Chair

<p>Originating Committee / Department: Fiscal Affairs Committee</p>
<p>Action Requested: Fiscal Affairs Committee (FAC) recommends a Procurement and Spending Authority Policy for CPM Part 5 Fiscal/Accounting, as a new section called Section 4. FAC asks the BAC to review and approve a recommendation to the Board of Directors to add Section 4 to Part 5 of the CPM.</p>
<p>Strategic Plan Goal: Goal 4: Cultivate and maintain a sound financial base that generates good value for our members</p>
<p>Background Justification: Since the first meeting of FAC last April we have talked about the need for updated, clearer financial policies. At our November FAC meeting, a subcommittee was formed to work with the CFO to create a clear procurement policy that was compatible with the staff financial operations manual. The FAC subcommittee, CEO and CFO crafted the first draft of the attached document.</p> <p>The draft was brought before the full FAC at our February meeting and several questions and recommendations were discussed. CEO Somers incorporated the suggestions, reviewed them with our attorneys and sent the revised document back to the FAC. By unanimous consent the FAC agreed to this updated draft so this could be sent on to BAC for their consideration. The FAC recommends BAC review and approve so it can be voted on by the Board at the March meeting.</p> <p>Basically, the policy calls for a formal RFP for any new projects over \$100K and multiple bids for projects between \$5K and \$100K. All projects funded by Initiatives or MR&R-B (the pools and spas fund) must be approved by the Board. MR&R projects, if they are part of the MR&R annual plan, do not need Board approval unless the cost is above 110% of the plan item.</p>
<p>Committee Options:</p> <ol style="list-style-type: none"> 1. Approve changes as recommended 2. Recommend changes 3. Defer decision until later
<p>Staff Recommendation: Option 1</p>

Recommended Motion:

Move that BAC approve the attached changes and recommend that the Board vote to incorporate them into the CPM.

Attachments:

- 1) Draft Procurement Policy Clean
- 2) Draft Procurement Policy Redline

PROPOSED NEW SECTION 4 to PART 5: FISCAL/ACCOUNTING**SECTION 4 – PROCUREMENT POLICY (Adopted _____)****5.4.1. Overview**

The purpose of this policy is to set out the requirements and guidelines for procuring goods and services for GVR on behalf of the Corporation to ensure GVR receives value for the money spent. This policy establishes the approved parameters to be used for all contracts, purchases, leases, orders of goods, supplies, construction, professional services, and other contractual services. These requirements are based on the principles of accountability, transparency, openness, fairness, integrity, and ensuring value. This policy is consistent with CPM 5.1.3, as to setting financial limits established by the Board.

The policy applies to all staff/employees of GVR who have responsibility for procuring goods and services. The CEO and CFO are authorized to develop internal operational procedures to further implement this policy for the applicable Departments, Directors, Managers and staff to follow.

Definitions:

1. Request for Proposals (RFP): A request for proposals (RFP) is a “competitive negotiations method” of soliciting proposals. This method is used when the end-product is unique, the customer knows what they want, but the methods and specifications aren’t readily available. Thus, price isn’t the only deciding factor. Quality and experience will be heavily weighed.
2. Bid: An Invitation to Bid provides standardized information to all bidders. This is achieved through the use of sealed bidding procedures. Contractors will submit their price in sealed envelopes. The contract will generally be awarded to the lowest bidder.
3. Quote: A quote is a figure generally obtained from a supplier for the price of materials needed for a job. Quotes are often only good for a certain period of time.
4. Sole Source: A Sole Source purchase means that only one supplier, to the best of the requester's knowledge and belief, based upon thorough research, is capable of providing the required product or service, during the necessary time period.

5.4.2. Bidding and Disbursement Process:

All Department managers and staff are responsible for ensuring that goods and services are procured for good value, and that a fair procurement process is used to select vendors. The CEO and CFO have the overall responsibility for the administrative procurement process, overseen by the Board as set forth herein. Artificial division, splitting, or fragmentation of a transaction/purchase order to circumvent requirements of source selection or bidding is prohibited.

Internal operational procedures may include processes relating to purchasing recurring items and executing recurring operational contracts. This policy shall serve as the Board’s resolution under Article VII, Section 4.A of the Bylaws, exempting such recurring contracts from certain bidding requirements, and not requiring signature by the President.

The procurement levels in the policy below do not relieve staff of the responsibility to ensure that they comply with the Board-approved budgetary limits. The CEO retains the authority under CPM 4.1.2.A.2 and under the CPM Appendix 1 - Budget Development Policy 1.1.3.C and D to manage expenditures within the approved budget without incurring indebtedness, but with the ability to shift amounts between line items to meet current or anticipated needs (subject to reporting to the Board any increase or decrease by more than 15% or \$15,000.00, whichever is greater).

The Board-authorized bidding and purchase approval requirements, as well as signing authority for all purchases is outlined in the chart below, *except as shown below the chart in 5.4.3:*

AMOUNT OF PURCHASE	BIDDING REQUIREMENT	PURCHASE APPROVAL/SIGNATURE
Under \$5,000	None Required.	Authorized Department Director or Manager/Supervisor
\$5,000 to \$99,999	Quotes/Bids required. No posting on GVR website required. Scope of Work developed by staff and sent to vendors with the goal of receiving at least 3 responses.	CEO or CFO Approves. CEO Signs Contract.

\$100,000+	<p>Sealed Bidding Process. Open to all vendors that choose to submit a response to an Invitation to Bid or an RFP developed by staff. Invitation to Bid/RFP is posted on GVR Website and other relevant websites. Staff and CEO review submittals and make recommendations. All bids/proposals received are posted on the Board-secured website.</p>	<p>Board Approves. President Signs Contract.</p>
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5.4.3. Exceptions to Bidding and/or Approval Process:

Recurring monthly and annual bills, e.g. property taxes, employee health, routine maintenance, and life insurance, etc., are exempt from the purchase order and bidding requirement. The CFO or the CEO may approve these regularly occurring bills and contracts. Board approval is not required unless over \$100,000.00. Recurring operational contracts giving rise to these types of expenditures do not require signature by the President (i.e., the first two categories above).

Maintenance, Repair and Replacement Funds (Section 3 of CPM Part 5:

- **(MRR-A)** CPM 5.3.3. (Fund for maintenance, repair, replacement of existing equipment and facilities in Component List of Annual Reserve Study). The CEO or CFO approve any purchases and contracts, and the CEO signs, for any amounts, consistent with 5.3.3.D, authorizing spending up to 110% of a Component’s Fully Funded Balance for the current fiscal year in the current Annual Reserve Study. Board approval is required only for more than 110%. *The bidding process will follow columns 1 and 2 in the chart above.*
- **(MRR-B)** CPM 5.3.4. (Fund for replacement of pools and spas). All expenditures of money from this fund and therefore, all contracts/purchases, must be approved by the

Board, and the President shall sign contracts. *The bidding process will follow columns 1 and 2 in the chart above.*

Initiatives Reserve Fund. CPM 5.3.5. All expenditures of money from this fund and therefore, all contracts/purchases, must be approved by the Board, and the President shall sign contracts. *The bidding process will follow columns 1 and 2 in the chart above.*

5.4.4. The requirement for obtaining bids is waived in the following cases:

- **Sole Source:** \$100,000 or greater when approved by the Board.
- **Emergency procurement/repair** of any amount, whether budgeted or unbudgeted, if approved by the CEO (or CFO or other senior management in the CFO's absence). The CEO may use funds from the Emergency Reserve Fund for emergencies over \$25,000 (CPM 5.3.6.D).

5.4.5. Lease or Rental Agreement:

The CFO and CEO must approve any lease or rental agreement exceeding six (6) months in duration and with an aggregate annual payment exceeding \$5,000.00. The Board must approve all such agreements that exceed \$100,000, or one year in length.

5.4.6. Vendor Relationships:

Gifts exceeding \$50.00 in value, from a vendor or prospective vendor of goods and services for the Corporation, given to any employee(s) are strictly prohibited.

PROPOSED NEW SECTION 4 to PART 5: FISCAL/ACCOUNTING

SECTION 4 – PROCUREMENT POLICY (Adopted _____)

5.4.1 Overview

The purpose of this policy is to set out the requirements and guidelines for procuring goods and services for GVR on behalf of the Corporation to ensure GVR receives value for the money spent. This policy establishes the approved parameters to be used for all contracts, purchases, leases, orders of goods, supplies, construction, professional services, and other contractual services. These requirements are based on the principles of accountability, transparency, openness, fairness, integrity, and ensuring value. This policy is consistent with CPM 5.1.3, as to setting financial limits established by the Board.

The policy applies to all staff/employees of GVR who have responsibility for procuring goods and services. The CEO and CFO are authorized to develop internal operational procedures to further implement this policy for the applicable Departments, Directors, Managers and staff to follow.

Definitions:

1. Request for Proposals (RFP): A request for proposals (RFP) is a "competitive negotiations method" of soliciting proposals. This method is used when the end-product is unique, the customer knows what they want, but **the methods and specifications aren't readily available**. Thus, price isn't the only deciding factor. Quality and experience will be heavily weighed.
2. Bid: An Invitation to Bid provides standardized information to all bidders. This is achieved through the use of sealed bidding procedures. Contractors will submit their price in sealed envelopes. The contract will generally be awarded to the lowest bidder.
3. Quote: A quote is a figure generally obtained from a supplier for the price of materials needed for a job. Quotes are often only good for a certain period of time.
4. Sole Source: A Sole Source purchase means that only one supplier, to the best of the requester's knowledge and belief, based upon thorough research, is capable of providing the required product or service, during the necessary time period.

5.4.2. Bidding and Disbursement Process:

All Department managers and staff are responsible for ensuring that

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goods and services are procured for good value, and that a fair procurement process is used to select vendors. The CEO and CFO have the overall responsibility for the administrative procurement process, overseen by the Board as set forth herein. Artificial division, splitting, or fragmentation of a transaction/purchase order to circumvent requirements of source selection or bidding is prohibited.

Internal operational procedures may include processes relating to purchasing recurring items and executing recurring operational contracts. This policy shall serve as the Board’s resolution under Article VII, Section 4.A of the Bylaws, exempting such recurring contracts from certain bidding requirements, and not requiring signature by the President.

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The Board-authorized bidding and purchase approval requirements, as well as signing authority for all purchases is outlined in the chart below, *except as shown below the chart in 5.4.3:*

AMOUNT OF PURCHASE	BIDDING REQUIREMENT	PURCHASE APPROVAL/SIGNATURE
Under \$5,000	Not <u>None</u> Required	Authorized Department Director or Manager/Supervisor
\$5,000 to \$99,999	Quotes/Bids required. No posting on GVR website <u>required</u> . RFP <u>and/or</u> Scope of Work developed by staff <u>and</u> sent to vendors with the goal of receiving at least 3 responses vendors.	CEO or CFO Approves. CEO Signs Contract.

\$100,000+	<p>Sealed Bidding Process. Open to all vendors that choose to submit a response to an Invitation to Bid or an RFP developed by staff. Invitation to Bid/RFP is posted on GVR Website and other relevant websites. Staff and CEO review submittals and make recommendations. All bids/proposals received are posted on the Board-secured website.</p>	<p>Board Approves. President Signs Contract.</p>
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Board, and the President shall sign contracts. *The bidding process will follow columns 1 and 2 in the chart above.*

- **Initiatives Reserve Fund.** CPM 5.3.5. All expenditures of money from this fund and therefore, all contracts/purchases, must be approved by the Board, and the President shall sign contracts. *The bidding process will follow columns 1 and 2 in the chart above.*

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- **Sole Source/~~Direct Award~~, \$100,000 or greater if approved in advance when approved by ~~the CEO and~~ the Board.**
- **Emergency procurement/repair** of any amount, whether budgeted or unbudgeted, if approved by the CEO (or CFO or other senior management in the CFO's absence). The CEO may use funds from the Emergency Reserve Fund for emergencies over \$25,000 (CPM 5.3.6.D).

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The CFO and CEO must approve any lease or rental agreement exceeding six (6) months in duration and with an aggregate annual payment exceeding \$5,000.00. The Board must approve all such agreements that exceed \$100,000, or one year in length.

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Green Valley Recreation, Inc.
Board Affairs Committee

Adopted Board Credo

Prepared By: Nanci Moyo, Admin. Sup.

Meeting Date: March 14, 2023

Presented By: Donna Coon, Chair

<p>Originating Committee / Department: Board Affairs Committee</p>
<p>Action Requested: Decide where the Board Credo should be placed.</p>
<p>Strategic Plan Goal: GOAL 5: Provide sound, effective governance and leadership for the corporation</p>
<p>Background Justification: The Board Credo was approved at the Board of Directors Meeting on February 22, 2023. At the Board meeting it was asked where this Credo would be place. Possibilities are the CPM, on the Board Agenda each meeting, framed and hung on a wall. The Board directed the BAC to decide on the appropriate placement of the Credo.</p>
<p>Committee Options: 1) Approve Committee decision and have staff fulfil the placement. 2) Hold further discussion at a future BAC meeting.</p>
<p>Staff Recommendation: #1</p>
<p>Recommended Motion: Move to approve the Committee decision on the placement of the Board Credo and have staff complete the process.</p>
<p>Attachments: 1) Board Credo</p>

Green Valley Recreation Board Credo

Our purpose is to serve the best interests of our current and future members through responsible and effective governance of GVR. We represent ALL members and seek to ensure that all community interests are understood and considered in our decision making.

As individually elected board members we commit to our members:

- To show up, prepared, and be thoughtfully engaged for each meeting;
- To listen with an open mind and a desire to understand different ideas and perspectives;
- To learn and develop our individual and collective capacity to make good governance decisions;
- To seek input, consider data, utilize expertise and engage our professional staff in informing our decision-making;
- To be transparent about our processes and decisions.
- We commit to abide by the current GVR governing documents.

We personally strive to:

- Practice humility and self-awareness
- Learn from the past but focus on the future
- Listen with the intent to understand each other better
- Choose our own battles judiciously
- Support the decisions made by the group and be willing to disagree without undermining the credibility of GVR and the board
- Tackle the hard issues
- Show gratitude and respect to each other, as well as GVR members and staff

We are *neighbors*, working together to make our community a great place to live, play and learn.

Date: February 6, 2023
To: Natalie Whitman, Chief Operations Officer
From: Kathy Edwards, GVR Club Liaison
Subj: Application for GVR Italian Club - Overview

Benefit to GVR Membership

The purpose of the GVR Italian club will be to educate members who wish to learn about Italian culture, cooking and country. It is not limited to those of Italian descent, rather it will provide social gatherings for all GVR members who are interested.

Space Requirements

Meeting room only

Club Membership (minimum 35 to form a club)

There are currently 40 GVR members on the membership roster which have been verified by GVR staff.

Club Officers

Mike Caprio, President
Paul Zelus, Vice President
Jerry Deno, Secretary
Laurel Caprio, Treasurer

GVR Approval

Approved by GVR Chief Operations Officer
Signed by the GVR Chief Executive Officer February 2, 2023

GVR Board Affairs Committee

Please advise when this will be on the agenda for the GVR Board Affairs Committee and club representatives will be present to answer any questions.



**Green Valley Recreation, Inc.
New GVR Club
Application for Club Status**

Please read the FAQ and Application Instructions prior to completing this application

This application and supporting documents must be completed in their entirety. Partial applications cannot be processed. Attach additional sheets if necessary. If you have questions, please contact the GVR Club Liaison.

1. Proposed name of your club: **The GVR Club Italian Club.**
2. Have your interested members read the GVR Bylaws, and Corporate Policy Manual (CPM) posted on the GVR Website, including Part 6: GVR Programs and Clubs? **YES X** NO___
3. You must have a minimum of thirty-five (35) GVR members to apply for "Club Status." Does your group have thirty-five (35) or more interested GVR members? **YES X** NO___
4. Is the mission of your group consistent with GVR's mission: "To provide excellent facilities and services that create opportunities for recreation, social activities, and leisure education to enhance the quality of our members' lives? **YES X** NO___

Please explain below: **This will be a club to educate and learn of Italian culture, cooking, and country, and not only for members of Italian descent.**

5. How will this club benefit GVR and the membership? **It will provide a venue for like-minded members.**
6. Please describe, in detail, the purpose, plan and charge of your group.
7. Why is your group seeking GVR "Club Status?" Check all that apply:

<input type="checkbox"/> High interest in activity	<input type="checkbox"/> Tax purposes
<input type="checkbox"/> Better operation of group	<input type="checkbox"/> Insurance
<input checked="" type="checkbox"/> Facility Space	<input type="checkbox"/> Storage
<input checked="" type="checkbox"/> Reservation Preference	<input type="checkbox"/> Need for dues
<input type="checkbox"/> GVR support	<input type="checkbox"/> Other _____
8. Does your group understand that facility reservations are not guaranteed and your meeting space may vary from year to year? **YES X** NO___

9. What type of facility will you be requesting? (Note: Your group must be able to maintain 50% of the assigned space at all times)

- | | |
|--|--|
| <input type="checkbox"/> Art Room | <input type="checkbox"/> Dedicated space (such as hobby shops) |
| <input checked="" type="checkbox"/> Large meeting room | <input type="checkbox"/> Small meeting room |
| <input type="checkbox"/> Auditorium | <input type="checkbox"/> Swimming pool |
| <input type="checkbox"/> Outdoor facilities | <input type="checkbox"/> Stage |
| <input type="checkbox"/> GVR support | <input type="checkbox"/> Other _____ |

10. What days of the week will your group request to meet? (Note: Clubs are permitted two regularly scheduled activities each week)

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

11. Requests for dedicated space that only club members may use is limited and reviewed on a case-by-case basis. Do you anticipate needing dedicated space for your club in the future?

YES ___ NO X If yes, please explain

12. Your group must be self-supporting in movable equipment, supplies, repairs and instructors through your club dues. Equipment to meet the desires of a club shall not be financially supported by GVR dues or income. GVR does supply basic services such as facilities, utilities, custodial/maintenance support, fixtures, tables, chairs and initial equipment basic to the activity.

Is your group willing to be self-supporting?
YES X NO ___

13. Does your group agree to leave all meeting rooms, kitchens, outdoor facilities, etc. in the condition in which you found them? YES X NO ___

14. Will your group need any special set-up assistance or staff services beyond room setup? YES X - projection of media NO ___

15. GVR clubs are open to all members of GVR and members shall not be refused admission to any GVR Club. Is your group willing to include all interested members? YES X NO ___

16. In the space below, please describe, in detail, any special qualifications or skills needed for your activity.

None

17. Is your group willing to provide orientation, instruction and training for new members if necessary?

YES X NO ___

18. Does your group understand GVR's guest policy as stated in the GVR Bylaws and Corporate Policy

Manual? YES X NO ___

19. Is your group willing to maintain an effective monitoring system to verify that all members attending your meetings/activities are all GVR members and eligible guests? **YES X** NO ___
20. Is your group willing to maintain monthly attendance records and report such to GVR? **YES X** NO ___
21. Are the members of your group willing to abide by GVR Bylaws, GVR Corporate Policy Manual, GVR Code of Conduct and Club Bylaws? **YES X** NO ___
22. Is your group willing to have at least one membership meeting a year to elect new officers, review club bylaws and report this information to GVR on an annual basis? **YES X** NO ___
23. Is your group willing to preserve club records for a minimum of 4 years? **YES X** NO ___
24. Is your group willing to furnish necessary insurance on any equipment not owned by GVR brought onto GVR premises; e.g., musical instruments, tape players, computers, radios, etc.? **YES X** NO ___
25. Is your group willing to submit a yearly financial statement, account balances, income, and make proper reporting to the IRS? **YES X** NO ___
26. Is your group willing to submit an updated membership roster, equipment inventory list, and other requested items to GVR annually? **YES X** NO ___
27. The current version of the GVR Corporate Policy Manual (CPM) is available on www.gvrec.org Governance-Governing Documents & Reports-CPM. Have your interested members read this document? **YES X** NO ___

Attachments Checklist

- X GVR Club Membership Roster
- X GVR Club Officers' Information
- X GVR Club Bylaws
- X Annual GVR Club Agreement to retain GVR "Club Status"

Primary Contact

Name: Michael Caprio **GVR#: 160977**
Address: 5479 S. Pinkley Peak Drive
Phone: 203-640-7037 **Email: mikevcaprio@yahoo**



2022 GVR CLUB MEMBERSHIP ROSTER
New Club Application

GVR Club Name GVR Italian Club

of Club Members 40

Submitted by Michael Caprio

Date: 1/12/23

GVR#	Member Name	Address	Phone	Email Address
	See Attached			



Office use only
 ___ Reservations
 ___ Website
 ___ Master

2023 GVR CLUB OFFICERS' INFORMATION

This fillable form must be submitted to GVR Club Liaison by February 1st

If a change of Officers occurs during the year, immediately submit an updated form to
 GVR Club Liaison, Kathy Edwards – kathy@gvrec.org, (520) 495-5843

GVR CLUB NAME: GVR Italian Club # OF CLUB MEMBERS 44

SUBMITTED BY: Mike Caprio DATE: 1/12/2023

Officer	GVR #	Name	Address/Zip Code	Phone Number and Email address
President		Mike Caprio		
Vice President		Paul Zelus		
Secretary		Jerry Deno		
Treasurer		Laurel Caprio		
Other				

1. Club Members designated to make GVR Facility Reservations and sign Reservation Contracts

Member Name: Mike Caprio Phone: 203.640.7037

Alternate Member Name: Laurel Caprio Phone: 520.989.4700

2. Annual Dues \$ 15.00

3. Date of Club Bylaws 1/12/23

The GVR website has an informational listing for each GVR Club. Please update the following information for your Club. With respect to privacy, have each contact sign below.

4. Please list the contacts for this Club to be displayed on the GVR website.

Each Club has established a club email address that is monitored by club member(s).

***Primary Contact** Mike Caprio **Phone (opt.)** 203.640.7037

***Secondary Contact** Laurel Caprio **Phone (opt.)** 520.989.4700

***Club Website** _____ **Club Email** gvritalianclub@gmail.com

5. REQUIRED - Updates to GVR Website

Review club listing on gvrec.org – Recreation – Clubs. Attach additional sheet if necessary.

***By signing this document I give my permission to GVR to post the information on the Website as indicated in Item (5) above.**

Primary Contact Signature: _____

Date: _____

Secondary Contact Signature: _____

Date: _____

The GVR Italian Club Bylaws

ARTICLE I - Name

The official name of the organization shall be the GVR Italian Club, hereinafter known as the Club.

ARTICLE II - Purpose

The purpose of the Club shall be: to provide an opportunity for GVR members to familiarize themselves with all things Italian – food, culture, country and to provide an opportunity for members to meet socially. All activities conducted by the Club and its members shall be in accordance with the GVR Bylaws, Corporate Policy Manual and GVR Code of Conduct.

ARTICLE III - Membership

A. All members holding GVR membership or tenant cards in good standing with GVR are entitled to join and participate in any meeting or activity, until the maximum capacity of the facility being used is reached. Membership shall not be denied to GVR members in good standing.

B. Any member who has not paid dues, fees or assessments to GVR or the Club as of the time such payment becomes delinquent shall be removed from the Club's roster.

C. For the safety of users and the protection of GVR property, proficiency training or demonstration of proficiency may be required by the Club membership.

D. The Club shall not grant honorary membership or the equivalent to anyone NOT a GVR member.

E. Guest policies and guest cards are privileges extended to GVR members to use all GVR facilities subject to the current rules and regulations put forth through Board policy and as defined in the GVR Bylaws. Up to two eligible guests may accompany a Club member only one time during a calendar year.

F. A GVR member may attend a Club activity one time prior to joining the Club.

G. All members and guests shall abide by the published GVR Rules and Regulations and the member Code of Conduct. Violations will jeopardize the privileges of the offending individual through removal from the Club's membership roster and/or possible GVR suspension procedures.

ARTICLE IV - Board of Directors

A. The governing body shall consist of four (4) Directors who are elected by the current members. The Officers shall perform duties as prescribed by these Bylaws and by the parliamentary authority adopted by this Club. The Board shall handle the general supervision of the affairs of the Club between Annual meetings, fix the hour and place of the Annual meeting, make recommendations to the membership and perform other duties as desired by the Club.

B. The Officers of the Club shall consist of a President, Vice President, Secretary and Treasurer and shall be elected by a majority vote of the members in attendance at the Annual Meeting. The Board shall enforce the Club's Rules and Regulations, the Club's Bylaws, GVR Bylaws, the Corporate Policy Manual and GVR Club Rules and Regulations.

C. The initial Directors of the Club shall be determined in any manner necessary to establish the Club and shall serve until the first Annual Meeting. Thereafter, the term of each Director shall be for no more than three years starting at the close of the Annual meeting at which they were elected. The first Board of Directors to be elected shall be composed of the President serving a one-year term, the Vice President serving a two-year term, the Secretary serving a three-year term and the Treasurer serving a two-year term. Each term will be in addition to the partial term from the date of organization to the first Annual meeting. No Director shall serve more than two consecutive terms. All elections shall take place at the Annual Meeting and shall be by closed ballot. Nominations for election to the Board of Directors may be made by any member in attendance at the Annual meeting.

D. Responsibilities of Officers:

President-The President shall preside at all meetings of the Club and shall carry out all orders and resolutions of the Club. The President shall be the executor of all Club funds and may approve all individual expenditures up to \$100.00. Expenditures over and above this amount must be approved by a quorum of the Board of Directors. (See last paragraph in this section for Board quorum).

Vice President-In the absence of the President, the Vice President shall perform all duties of the President and when so acting shall have all powers of the President.

Secretary-Prepares minutes of the Annual Meeting. Must retain routine correspondence and other administrative records for three years prior to the current year. Certain permanent records such as membership lists, year end financial statement, Employer Identification Number, tax exemption, etc. shall be retained for the life of the Club. The Secretary shall sign all formal written communications.

Treasurer-Makes all authorized disbursements, records and deposits in the bank accounts all monies of the Club, prepares a current financial report for the Annual Meeting,

prepares a year end financial report on an annual basis and has books, records and papers available upon request of any member.

E. A quorum for transaction of business at a Board meeting shall be three (3) directors.

ARTICLE V - Committees

A. The President, with the approval of the Club's Board of Directors shall appoint any Committee deemed necessary.

ARTICLE VI - Membership Meetings

A. The Club's Annual Meeting shall be during the month of November of each fiscal year.

B. Notice of the Annual Meeting shall be made by mail at least fourteen days in advance of the meeting and shall set forth, specifically, the nature of the business to be transacted.

C. A quorum for transaction of business at the Annual Meeting shall be one-tenth or 10% of the entire membership in good standing.

D. Robert's Rules of Order shall govern the Club in all cases in which they are applicable and in which they are not inconsistent with the Club's Bylaws or any special rules of order the Club may adopt.

ARTICLE VII - Dues and Fiscal Period

A. The fiscal year shall be January 1 through December 31. The Club shall prepare a year end financial statement within 30 days following close of the fiscal year. Such statement shall be available to all members at any reasonable time.

B. The Board of Directors shall recommend an annual budget with final approval from the general membership at the Annual Meeting.

C. Dues shall be due by January 1st. Non-payment of dues shall result in removal of the member's name from the Club's membership roster.

ARTICLE VIII - Vacancies

The Vice President shall perform the duties and exercise the powers of the President during absence or disability. If any other office should become vacant, the remainder of the term shall be filled by appointment by the President with approval from the Board of Directors.

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ARTICLE IX - Amendments

The Board of Directors of the Club may make amendments to these Bylaws with a majority affirmative vote of the membership. The Club must submit any amendments proposed to GVR staff for approval, prior to adoption.

ARTICLE X - Monitoring

An effective monitoring system shall be maintained by Club Officers to ensure that only members and eligible guests are in attendance at meetings and activities of the Club. All participants shall register on a log sheet provided by GVR each time they attend any meeting, program or activity. Monitors at GVR serve as host/hostess to members, guests and visitors. Monitors are empowered to enforce all Club and all GVR rules and regulations.

ARTICLE XI - Dissolution

Upon dissolution of the Club all assets, after all bills are paid, shall be transferred to GVR.

ARTICLE XII - Bylaws

A copy of these approved Bylaws shall be available to the general membership at the Annual Meeting. All elected Officers and Committee Chairpersons shall be furnished with a copy of the GVR Bylaws and the current approved Club Bylaws after each election.

Approving signatures:

GVR Club

Signature

Date

1-12-2023

Michael V. Caprio

Name – please print

Green Valley Recreation, Inc.

Signature - CEO

Date

2/2/23

Scott Somers

Name – please print



2023 Annual GVR Club Agreement to retain GVR Club Status

GVR Mission Statement

"To provide excellent facilities and services that create opportunities for recreation, social activities and leisure education to enhance the quality of our members' lives."

We, the Green Valley Recreation, Inc. (GVR) ITALIAN
Club understand that our group is subject to GVR rules and regulations in order to retain our GVR "Club Status" that includes the following benefits:

- Use of GVR logo
- Priority facility reservations and meeting space at no charge
- Liability insurance coverage at no cost to Club for GVR-sponsored Club events on GVR premises (GVR Club members, qualified guests and volunteers only)
- Use of basic utilities at no charge (e.g., electric; gas; water)
- Basic custodial and maintenance services
- Essential equipment and/or material storage on a space-available basis.

In exchange for aforementioned benefits of having GVR Club Status, the Club agrees to the following Terms and Conditions:

1. Club agrees to indemnify and hold harmless GVR.
2. Club is required to include "GVR" in their Club name.
3. Club is required to use the official GVR logo and color palette provided by GVR in all Club promotional items, printed materials, banners, flyers and advertisements.
4. Verify that all GVR Club members are GVR 'Members in Good Standing' as defined by GVR Bylaws.
5. Offer Club membership to all GVR 'Members in Good Standing' who shall be entitled to participate in any meeting or activity.
6. At their sole discretion, Clubs may grant occasional guest privileges as long as each guest qualifies in accordance with GVR Bylaws and policies.
7. Execute an effective monitoring system to ensure that only GVR members and eligible GVR guests are in attendance at Club meetings and activities.

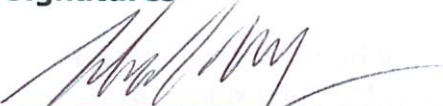
8. Maintain at least 25 active GVR members in the Club to retain Club Status; if Club membership falls below the 25 active member minimum, the Club must increase its membership or GVR may rescind Club Status.
9. If space is assigned to the Club, routinely use at least 50% of the assigned Club space. GVR has the option of reassigning the Club to another facility, combining the Club with another of similar interest, or rescinding Club Status, if deemed appropriate.
10. Facility meeting space may limit participation in club activities.
11. If the Club determines that advanced skills or special qualifications may limit who may join the Club, orientation, training, and instruction must be offered to new Club members.
12. Grant GVR the right to communicate information to Club members via U.S. Postal Service, email, or other means. [*Note: GVR does not sell or otherwise share its mailing lists with third-parties*].
13. Not affiliate with any national, state, or regional organization that requires GVR members to join.
14. Club members are permitted to bring alcoholic beverages for Club functions onto GVR property, provided the Club obtains prior written approval from GVR at the time a facility Reservation Agreement is signed.
15. Club may not sell alcohol on GVR premises without a state-issued liquor permit.
16. Ceramics, Clay Studio, and Lapidary classes offered through the GVR Course Catalog are reserved exclusively for GVR members.
17. Clubs may not grant honorary club membership or the equivalent to a non-GVR member.
18. Furnish necessary insurance on any personal equipment or personal items brought to or stored (with approval) on GVR premises (e.g., musical instruments, sound systems, computers, radios, etc.).
19. Operate under an IRC 501(c) 4 nonprofit tax status registered with the Internal Revenue Service (IRS).
20. Obtain an IRS Employer Identification Number (EIN) and provide the number to GVR Club Liaison.
21. Be responsible for any local, state, or federal taxes incurred because of Club activities.
22. Maintain a bookkeeping system recording all income and expenses, and retain receipts for expenditures for at least seven years.
23. Preserve all Club correspondence and meeting minutes for a period of no less than four years.

24. Be financially self-supporting to provide movable equipment and operating supplies unique to the Club, as well as repair and replacement of such equipment at the Club's expense.
25. The Club accepts that all equipment purchased by the Club or provided by GVR is the property of GVR, whether original equipment, replacement of original equipment, or new and additional equipment.
- Equipment includes, but is not limited to, machines, computers, furniture, machine tools, building fixtures, building improvements, carpeting, and kilns.
 - The Club may not lend or borrow any equipment or supplies that are GVR property.
 - The initial purchase of specialized equipment will be provided by Club.
26. Club will obtain GVR approval before installation of any equipment or any rearrangement of equipment that may affect floors, walls, air conditioning, electrical equipment, or additional consumption of gas and electricity. Costs incurred for installation or relocation of equipment provided by the Club will be charged to the Club.
27. The Club understands GVR may provide small storage space, at no cost, to clubs if space is available.
- Storage of perishable foods, liquor, and highly flammable material is prohibited.
 - GVR is not responsible for any loss or damage to personal items stored on GVR property.
28. The Club understands and agrees that GVR facility space is based on space availability and is not guaranteed each year.
- The Club will designate two club members to schedule Club facility space reservations. Facility reservations requested by unauthorized Club members will not be granted.
 - A Club's regularly scheduled reservations will be confirmed by GVR Reservations Coordinator by November 1 for the following year.
 - A signed copy of the Club's regularly scheduled reservations must be returned to the GVR Facility Reservations Coordinator within two weeks of receipt by the Club President.
29. Club Directors & Officers (D&O) Insurance is NOT provided by GVR as stated in the GVR Corporate Policy Manual. Each club must determine if this is needed and purchase it from a commercial insurance broker.

30. Club must obtain proof of insurance from Vendors. Whenever a payment is made to any company, small business owner, or individual for an event at which they are contracted to work, they are considered a Vendor. Examples: DJ, Entertainer, Decorator (see attached samples).
31. Club is responsible for obtaining signed Waivers of Liability from GVR club members for each club activity that originates on GVR property, but entails leaving GVR property (see attached samples).
32. Club must comply with insurance requirements in the GVR Corporate Policy Manual, available on www.gvrec.org – *Governing Documents*
33. **No later than February 1** each year, the Club agrees to submit the following documents to GVR:
- a. A comprehensive Club Membership Roster. The Club Membership Roster shall include: name, street/ mailing address, email address, and GVR membership number for each Club member
 - b. An annual financial statement indicating cash on-hand
 - c. A list of Club Officers for the current calendar year
 - d. An equipment/storage inventory list
34. **No later than April 15** each year, the Club agrees to submit the following document to GVR: A copy of IRS Form 990-N e-Postcard or 990 EZ form as required, submitted to the IRS by the Club for the previous calendar year.

The Club President, Officers, and Board of Directors have read and understand this Agreement to retain Club Status and acknowledge that failure to comply with the aforementioned GVR Terms and Conditions risks revocation of its Club Status.

Signatures




Club President Signature

1-17-2023

Date

Michael Caprio

Club President – Printed Name



GVR Representative Signature

1/13/23

Date

KATHY EDWARDS, CLUB LIASON

GVR Representative – Printed Name

**Green Valley Recreation, Inc. (GVR)
Insurance Overview – GVR Clubs**

Vendor’s Insurance

Definition

Whenever **payment is made** to any company, small business owner or individual for an event at which they are contracted to work, they are considered a **Vendor**.

Examples: DJ, Entertainer, Decorator.

- **Vendors** must provide their own liability insurance coverage for club events.
- **Vendors** must also provide liquor liability insurance coverage if alcohol is served.
- **Vendors** are EXCLUDED from GVR Liability Insurance.
- **Vendors** CANNOT BE ADDED to the GVR Liability Policy.

Summary of Requirements – Every Vendor (except GVR Approved Caterers)

Sole Proprietor	Company
Vendor Agreement COI Liability Sole Proprietor Waiver	Vendor Agreement COI Liability COI Worker’s Comp

1. Complete and Sign *Green Valley Recreation, Inc. and its Subsidiaries Vendor Agreement for Insurance and Indemnity for Club Sponsored Events* (copy attached)
2. Certificates of Insurance must be approved by Green Valley Recreation, Inc./ Insurance Broker
3. Sole Proprietor Waiver or COI with Worker’s Comp
4. Submit Items above at least one (1) month in advance of club event to GVR Club Liaison.
5. Approval by GVR Chief Operations Officer/Insurance Broker within 2-4 business days.

*Note: Companies that appear on the **GVR-Approved Caterer’s list** on the GVR Website have already provided the required insurance document to GVR, so Clubs do not need to request any insurance information.*

GVR Club Directors & Officers Insurance “D&O Insurance”

Definition

Decisions related to Club and Fiduciary responsibilities of a GVR Club Board of Directors and Officers.

Who is Covered

Club Directors and Officers, if purchased by the Club from a Commercial Insurance Broker.

**GVR Club Waivers of Liability
for Club Excursions and International Travel**

Definition

- Club is responsible for obtaining signed Waivers of Liability from GVR club members for each club activity that leaves GVR property.
- Club shall retrieve the current form from the GVR website – Recreation – Clubs – Documents for each activity.
- Club shall retain all waivers in the permanent club records.

Who is Covered

Participants acknowledge they assume all risk associated with outings.



Club President Signature

Michael Caprio

Club President – Printed Name

1-13-2023

Date



Vendor Agreement for Insurance and Indemnity for GVR Club Sponsored Events

Insurance

Certificate of Insurance (COI)

Certificates of insurance acceptable to Green Valley Recreation, Inc. here and after (GVR) and its subsidiaries and evidencing the following coverage shall be filed with GVR prior to any club event on the GVR premises. The certificate along with the signed copy of this agreement is required prior to the scheduled event. Failure of GVR to identify a deficiency from certificates and forms that are provided by the Vendor shall not be construed as a waiver of the Vendors obligation to maintain such insurance.

1. General Liability

Commercial General Liability policy written on an occurrence form, insuring Bodily Injury and Property Damage with minimum limits of: \$1,000,000 Each Occurrence/\$2,000,000 Aggregate/\$2,000,000 Products/Completed Operations Aggregate. General Liability coverage shall include a Waiver of Subrogation in favor of GVR and its subsidiaries, and others as required. General Liability coverage must be endorsed to name GVR and its subsidiaries and others as required as Additional Insured(s). The insurance afforded to the Additional Insured(s) is provided on a primary basis without right of contribution from any other insurance available to the Additional Insureds. 10-day notice of cancellation applies.

2. Workers Compensation/Sole Proprietor Waiver



Include a COI (or ensure it is included in the COI provided, for Workers Compensation Insurance as outlined below. If vendor is a Sole Proprietor, they must complete the attached Sole Proprietor Waiver.

Workers Compensation Insurance Statutory Limit as required by the laws of the state of AZ in which the Vendor is to perform their work, including a Waiver of Surogation endorsement in favor of GVR and its subsidiaries. The Employer's Liability limit shall be at least the following limit: \$100,000 Each Accident Disease Policy Limit/Disease Each Employee.

Indemnification/Hold Harmless Agreement:

To the fullest extent permitted by law, the Vendor shall indemnify and hold harmless GVR and its subsidiaries including their officers and employees and any other entities required to be indemnified by GVR from and against any and all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from the Vendors work, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property. (2) Is caused in whole or in part by any negligent act or omission of the Vendor or any Sub-subcontractor of vendor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by the negligence of a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph.

Accepted and agreed to by Vendor:

Vendor's Full Business Name

Authorized Signatory for Vendor

Date

GVR Club

Date of Event



SOLE PROPRIETOR/SINGLE MEMBER LLC

Note: this form applies **only** to Green Valley Recreation, Inc. contractors utilizing Sole Proprietors/Single Member LLC with no employees.

I am not the employee of Green Valley Recreation, Inc. Therefore, I am not entitled to workers compensation benefits from Green Valley Recreation, Inc. I am performing work as an independent contractor for Green Valley Recreation, Inc. I am a Sole Proprietor/ Single Member LLC and I am doing business as (name of Sole Proprietor / Single Member LLC business):

I understand that if I have any employees working for me, I must maintain workers compensation insurance for them.

Print Name

Signature

Date

Be prepared to provide these documents to us upon request in the event of a claim or premium audit.

GVR Club

Date of Event



Waiver of Liability for
Club Excursions

I understand that during outings or activities (off GVR premises) of any and all Green Valley Recreation Inc., Clubs in which I participate under arrangements of the Club and its agents, certain risks and dangers may arise, including but not limited to the hazards of traveling in the wilderness, the forces of nature, accident and illness.

In consideration of the right to participate in these outings and the services provided for me by the Club and its agents, I have and do hereby assume the risk associated with the outings and will hold Green Valley Recreation Inc., Club, and its agents harmless from and defend them against any and all liability actions, suits, claims and demands which could arise out of the outings. This agreement shall serve as a release and assumption of risk for myself and my heirs, administrators, executors, and for all members of my family including any minors accompanying me.

Club Name

Printed Name

GVR#

Signature

Date

*Each member who participates in a club activity that leaves GVR property must sign a **Waiver of Liability for Club Excursions** prior to each event which the club must maintain in its permanent records.*



Waiver for International Travel

This document constitutes a **waiver** as it relates to participation in international travel to _____ (location) planned for _____ (date) ("Trip").

Please be advised the Trip is not an endorsed event of Green Valley Recreation, Inc. (GVR) nor any GVR Club and participation is strictly voluntary by the attendee.

This Trip is to a foreign destination, so those traveling may wish to consider procuring other insurance such as accident insurance prior to departure. Additionally, members should check with their respective medical provider with regard to coverage outside of the United States in the event of a medical emergency.

By signing this waiver, you acknowledge your understanding and your agreement to hold harmless GVR, its Clubs, its employees, directors, officers, and agents from any and all liability for losses or damages arising out of or in connection with the Trip. This is a comprehensive limitation of liability that applies to all losses and damages of any kind whether in contract, negligence or other tortious action.

Printed Name

GVR#

Signature

Date

Form filed date: _____ Staff initials/notes: _____



Year-End Report
2022-2023
Board Affairs Committee

Chair: Donna Coon

Staff Liaison: Nanci Moyo

Committee Members: Carol Crothers, Joyce Finkelstein, Jerry Humphrey, Nellie Johnson, Ed Knop, Chuck Soukup, Beverly Tobiason, Jodie Walker, Tony Zabicki

Priorities Established for 2022-2023:

- Complete conversion of the CPM reorganization to new structure which was approved at the 12-15-2021 Board meeting.
- Created a 'Bylaws' work group to decide on whether or not to pursue getting voter approval for the updated bylaws. Work group Chair – Chuck Soukup
- Created a 'Committee Continuity' work group to research best practices for nonprofit boards in establishing and using board standing committees. Work group Chair – Nellie Johnson
- Determine procedure for hiring new corporate attorneys.

Specific Committee Requests:

- Approved creation of GVR Canine Club - Approved (BAC – 8/9/2022, BOD – 8/24/2022)
- Approved creation of GVR Martial Arts Club (BAC – 6/14/2022, BOD – 7/13/2022)
- Approved creation of Italian Club (BAC – 3/14/2023, BOD – 3/22/2023)

Standing Committee Requests:

- Nominations & Elections requested a change to Part 3 Committees (3.6.2.A.2) - to shorten the number of days before the election that candidate applications were due from 120 days to 90 days. Approved (BAC – 7/12/2022, BOD – 9/28/2022).
- Fiscal Affairs requested a change to Part 5 Fiscal/Accounting to add Section 4, Procurement Policy. Approved (BAC – 3/15/2023?, BOD – 3/22/2023?)

Recommendations from Staff:

- 1.2.2. Guest Card – changed from ‘unlimited’ guests to 4 guests per daily guest card and annual guest card. (BAC approved – 10/11/2022, BOD approved – 10/26/2022)
- 6.3.4.A&B - Hobby Shops & Studio Clubs – Changed to allow sales to the public. Approved (BAC – 12/13/2022, BOD – 1/25/2023)
- 6.2.2.K.5 Membership/Guest/Monitoring – Changed to “Non-members will pay an event fee of no more than one half of the daily guest fee approved by the Board. Staff will work with the Clubs to establish the event fee if requested.” Approved (BAC – 2/14/2023, BOD – 3/22/2023?)

Additional Tasks:

- **Corporate Policy Manual Changes:**

- The Board Resolutions was pulled out of the CPM and is now standalone on the website under the Governance tab. (May, 2022)
- A new feature has been added to the back of the CPM called ‘CPM Reorganization Tracking’.
- CPM Part 2 Board of Directors - Approved (BAC – 8/9/2022, BOD – 9/28/2022)
- CPM Part 4 Chief Executive Officer – Approved (BAC – 11/8/2022, BOD – 11/16/2022)
- CPM Part 3 Committees, Section 1 – Approved (BAC – 2/14/2023, BOD – 2/22/2023)
- CPM Part 7 Communication – Approved (BAC – 2/14/2023, BOD – 3/22/2023?)

- **Bylaws Updates:**

- At the 11/8/2022 BAC meeting the Bylaws work group recommended to not pursue putting the Restated Bylaws on the 2023 ballot and the BAC approved this recommendation. GVR has retained new legal counsel in 2022 and BAC has asked staff to work with the new attorney to make recommendations on future changes to the existing bylaws.

Task for Next Year:

- CPM Part 3 Committees – work with each standing committee to update their Duties and Responsibilities (Section 2 thru 7).
- Coordinate with staff and other standing committees on developing CPM policy for major capital project planning and decision making.