



AGENDA

Board Affairs Committee

Tuesday, January 9, 2024

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: Carol Crothers (Chair), Barbara Blake, Bart Hillyer, Ed Knop, Pat Reynolds, Dick Sutherland, Gail Vanderhoof, Jodie Walker, Marge Garneau (ex-officio), Scott Somers (CEO), Nanci Moyo (Administrative Supervisor/Liaison)

Agenda Topic

- 1. Call to Order / Roll Call – Establish Quorum**
- 2. Approve Meeting Minutes:** December 12, 2023
- 3. Chair Comments**
- 4. Business**
 - a. Review Updated Bylaws Materials and FAQs
 - b. CPM Part 1, Section 2 Use of GVR Facilities (Whitman)
 - c. CPM Change to Part 6 GVR Programs and Clubs, Section 2 GVR Clubs, 6.2.8
- 5. Member Comments**
- 6. Adjournment**

Next Meeting: Tuesday, February 13, 2023, West Center, Room 2/Zoom, 1:30-3:00pm



MINUTES

Board Affairs Committee

Tuesday, December 12, 2023, 1:30pm
WC Room 2 / Zoom

Committee: Carol Crothers (Chair), Bart Hillyer, Ed Knop, Pat Reynolds, Dick Sutherland, Gail Vanderhoof, Jodie Walker, Marge Garneau (ex-officio), Scott Somers (CEO), Nanci Moyo (Liaison/Administrative Supervisor), Natalie Whitman (COO)

Absent: Barbara Blake

1. Call to Order / Roll Call – Establish Quorum

Chair Crothers called the meeting to order at 1:30pm MST. Roll call by Nanci Moyo. Quorum established.

2. Approve Meeting Minutes: November 14, 2023

MOTION: Walker moved / Vanderhoof seconded to approve November 14, 2023, Meeting Minutes as presented.

Passed: unanimous

3. Chair Comments: Introduced topics for today.

4. Business

1. Bylaws Rationale and Review of Ballot

BAC held discussion on the Bylaws rationale with these decisions:

- Question 1 – clear and no changes
- Question 2 – strike Article V in the first parenthesis in Rationale.
- Question 3 – In rationale keep the second three and remove “Raise” to include “Set the limit to twelve (12) percent based on using last year’s revenue excluding investments.”
- Question 4 – add “that” after clarifies to read “Combines two sections and clarifies that electronic and written balloting is permitted by Arizona law.”
- Question 5 – clear and no changes.

BAC reviewed the Ballot and included these changes:

- Move the paragraph that states: “A GVR Member in good standing is entitled to cast one (1) ballot for each GVR Property owned...” to below “2024 BALLOT” on first page. Only include the first sentence with a period after owned and remove rest of paragraph.
- Number 2024 Proposed Bylaws Amendment as 3. like 1. Election of Directors, and 2. Approve GVR 2022 Annual Minutes.
- Use “For” and “Against” for voting on the Bylaws.
- Question 1 will remain as one vote, even though there are three changes.

- Have the rationale at the top of the Question and not the bottom.
- Use the paragraph on Page 12 in the Meeting Book instead of on page 19. It states: The GVR Bylaws serve as the contractual agreement between GVR and its members. The Bylaws have served GVR well. Due to legal and circumstantial changes, the GVR Board and Administration are proposing and endorsing specific modifications to the Bylaws and seeking member approval. These modifications are designed to achieve three key objectives: 1) Ensure compliance with the current Arizona laws; 2) Optimize the efficiency of administrative staff operations; and 3) Improve the effectiveness of Board activities, ultimately enhancing GVR's overall functionality. Changing the Bylaws requires a 2/3 majority vote from the members.
- Change on the Proposed Bylaws Question 1 F: remove "their" before household and make it "the."

2. CPM Part 1, Section 2 Use of GVR Facilities

COO Natalie Whitman held a discussion with BAC on the eight changes from the last meeting. Highlights include:

- Three month groups in 1.2.6.A.1.f: Currently 97 groups reserve multiple times a week under three month groups. Change guidelines for the three month groups: Minimum of six participants; under six participants groups can use the drop in opportunity without a reservation; have static set up in rooms where participants set up their own tables and return room to static set up; limit to once a week reservations; and no coffee or water provided by GVR.
- In 1.2.6.A.1 order of priority for groups: a. Essential corporate business; b. Recreation programs (e.g., special events, class and lessons, concerts, annual festivals and performances); c. Club one-time annual special events; d. Regularly scheduled club activities (weekly and monthly) per current operating guidelines; e. HOA and community events (e.g., HOA) and rentals; f. Private members functions and three month groups; and g. Non-member rentals.
- Under 1.2.9.H the GVR Foundation event or activity needs to be removed.
- This will come to the Board in a Work Session in February and then a Regular Meeting of the Board at the end of February.

5. **Member Comments:** 0 comments

6. **Adjournment**

MOTION: Sutherland / Hillyer seconded to adjourn meeting at 3:21pm. Passed: unanimous

Next Meeting: Tuesday, January 9, 2024, West Center, Room 2/Zoom, 1:30 – 3:30pm



Green Valley Recreation, Inc.
Board Affairs Committee

Bylaws Rationale Update and FAQ Review

Prepared By: Nanci Moyo, Admin. Sup.

Meeting Date: January 9, 2024

Presented By: Carol Crothers, Chair

<p>Originating Committee / Department: Board Affairs Committee</p>
<p>Action Requested: Review updated bylaws materials and FAQ.</p>
<p>Strategic Plan Goal: GOAL 5: Provide sound, effective governance and leadership for the corporation</p>
<p>Background Justification: BAC suggested changes to the proposed rationale for the Bylaws at the December 12, 2023, meeting. At this meeting, BAC needs to review the updated materials to provide any feedback, corrections, or approval.</p> <p>Review the FAQ provided by the Chair on the bylaws. This FAQ will go on the website when finalized.</p>
<p>Committee Options:</p> <ol style="list-style-type: none"> 1) Review updated bylaws material. Recommend to the Board for approval. 2) Review FAQ for bylaws.
<p>Recommended Motion: Move to approve the rationale for the Bylaws to recommend to the Board for approval.</p>
<p>Attachments:</p> <ol style="list-style-type: none"> 1) Updated Bylaws and Rationale 2) FAQ



2024 BALLOT

A GVR Member in good standing is entitled to cast one (1) ballot for each GVR Property owned.

Click [HERE](#) for 2024 Election Documents and Information

1. Election of Directors

Please choose no more than four (4) candidates by checking the corresponding box:

Mickey Mouse

Snow White

Donald Duck

Minnie Mouse

Goofy

Jack

Pluto

Uncle Scrooge

Daisy Duck

If the bylaw amendment to change the number of directors from 12 to 9 passes, only the top three vote receivers will be seated.

2. 2024 Proposed Bylaws Amendments (based on March 25, 2020 Bylaws)

The GVR bylaws serve as the contractual agreement between GVR and its members. The bylaws have served GVR well. Due to legal and circumstantial changes, the GVR Board and Administration are proposing and endorsing specific modifications to the bylaws and seeking member approval. These modifications are designed to achieve three key objectives: 1) Ensure compliance with the current Arizona laws; 2) Optimize the efficiency of administrative staff operations; and 3) Improve the effectiveness of Board activities, ultimately enhancing GVR's overall functionality. Changing the bylaws requires a 2/3 majority vote from the members.

Please note: Changes to the current bylaws are reflected in the Proposed Bylaws Amendments in bold print, underlined, and *italicized*.

QUESTION #1 VOTING RIGHTS

FOR AGAINST

Rationale: (A) allow and retain one (only 1) vote per household, (C) include online voting, and (F) limits Board service to one member per GVR household, consistent with voting rights.

ARTICLE II - MEMBERSHIP PROPERTY AND MEMBERS
Section 6: Voting Rights, A., C., and add F.

CURRENTLY READS:

A. A GVR Member in good standing is entitled to one (1) vote for each GVR Property owned; provided, however, that there shall be only one (1) vote per GVR Property. If any GVR Member casts a vote representing a certain GVR Property, it will thereafter be conclusively presumed for all purposes that such individual was acting with the authority and consent of all other owners of the same GVR Property. In the event that more than one (1) vote is cast for a particular GVR Property, none of the votes shall be counted and all of the votes for such GVR Property shall be deemed void.

PROPOSED:

A. A GVR Member in good standing is entitled to one (1) vote for each GVR Property owned; provided, however, that there shall be only one (1) vote per GVR Property. If any GVR Member casts a vote representing a certain GVR Property, it will thereafter be conclusively presumed for all purposes that such individual was acting with the authority and consent of all other owners of the same GVR Property. In the event that more than one (1) vote is cast for a particular GVR Property, **only the first vote cast**, shall be counted.

And

CURRENTLY READS:

C. All voting by GVR Members shall be by written ballot.

PROPOSED:

C. All voting by GVR Members shall be by written ballot **or electronic voting, consistent with Arizona Nonprofit Corporation Act. See Article XI. No proxies are permitted.**

And

PROPOSED: ADD F

F. A GVR Member in good standing has the right to serve on the Board of Directors provided no other member of the household (whether related by marriage, cohabitation, or otherwise) is on the Board during the same time period.

QUESTION #2 NUMBER OF DIRECTORS

FOR

AGAINST

Rationale: (Article IV) To be consistent with "best practice" recommendations of most professional researchers/consultants of nonprofit Boards, and to minimize the "tied vote".

ARTICLE IV - BOARD OF DIRECTORS

Section 1: Number of Directors

CURRENTLY READS:

The affairs of GVR shall be governed by a Board of Directors consisting of twelve (12) voting members who shall be elected from the members of The Corporation residing within the jurisdiction of GVR.

PROPOSED:

The affairs of GVR shall be governed by a Board of Directors consisting of ***nine (9)*** voting members who shall be elected from the members of The Corporation ***who have voting rights as defined in Article II - Section 6.***

AND

ARTICLE V - ELECTION OF DIRECTORS

Section 1: Term of Office

CURRENTLY READS:

A. The term of office of a Director elected by the membership shall be for three (3) years. Each year the term of office of four (4) Directors shall expire and four (4) Directors shall be elected for a term of three (3) years to succeed those Directors whose terms expire. No Director may serve more than two (2) consecutive terms including time served as an appointed Director. A former Director may be re-elected after one (1) or more years' absence from the Board.

PROPOSED:

A. The term of office of a Director elected by the membership shall be for three (3) years. Each year the term of office of ***three (3)*** Directors shall expire and ***three (3)*** Directors shall be elected for a term of three (3) years to succeed those Directors whose terms expire. No Director may serve more than two (2) consecutive terms including time served as an appointed Director. A former Director may be re-elected after one (1) or more years' absence from the Board.

QUESTION #3 LIMITS OF AUTHORITY FOR AGAINST

Rationale: (Article VI) Clarify intent of current wording by being specific in accounting terms and project types without changing the spirit of reasonable limits to fiscal authority: 1) Focus on new capital projects; 2) Provide a well-defined baseline (last audited revenue); and 3) Set the limit at twelve (12) percent based on using last year's revenue excluding investments.

ARTICLE VI - POWERS, DUTIES, AND RESPONSIBILITIES OF THE BOARD OF DIRECTORS
Section 2: Limits of Authority and Indebtedness

CURRENTLY READS:

The Board of Directors is not authorized to enter into any contract that requires an annual payment that exceeds ten percent (10%) of the annual budget. Any contract requiring an annual payment that exceeds ten percent (10%) of the annual budget shall only be valid if approved, in advance, by the affirmative vote of regular members representing a majority of the total votes cast, provided that the total number of votes cast equals at least twenty percent (20%) of the total votes in The Corporation.

PROPOSED:

The Board of Directors is not authorized to enter into any contract **for new or initiative-type capital projects** that exceeds **twelve percent (12%)** of the **latest audited approved annual net revenue (does not include investments)**. Any contract **for new or initiative-type capital projects** that exceeds **this figure**, shall only be valid if approved, in advance, by the affirmative vote of regular members representing a majority of the total votes cast, provided that the total number of votes cast equals at least twenty percent (20%) of the total votes in The Corporation. **Contracts for unique projects may not be broken up so as to avoid the requirements of this section.**

QUESTION #4 VOTING METHODS

FOR

AGAINST

Rationale: (Article XI) Combines two sections and clarifies that electronic and written balloting is permitted by Arizona law.

ARTICLE XI - MEMBERSHIP VOTING

Section 1: Voting at a Meeting

Section 2: Alternative Voting Methods (Section 1 and 2 Combined in Proposed)

CURRENTLY READS:

Section 1: Voting at a Meeting

The election of Directors, the amendment of Bylaws and any matter that requires approval of the members shall be taken by written ballot.

Section 2: Alternative Voting Methods

Any action, including proposed amendments to these Bylaws or the election of Directors, which can be properly taken by the members of GVR at an Annual or Special Meeting of said members, may be taken by written ballot communicated to every GVR member entitled to vote by either mail, facsimile, Email, or other written form of communication as the Board of Directors shall determine from time to time with the same force and effect as though acted upon at an Annual or Special Meeting.

PROPOSED:

The election of Directors, the amendment of Bylaws and any matter that requires approval of the members, **and** any action, including proposed amendments to these Bylaws or the election of Directors, which can be taken by the members of GVR at an Annual or Special Meeting of said members, shall be taken by written ballot communicated to **and received from** every GVR Member entitled to vote by either mail, email, or other written form of communication as the Board of Directors shall determine from time to time, **including online electronic voting**, with the same force and effect as though acted upon at an Annual or Special Meeting.

QUESTION #5 AVAILABILITY OF RECORDS **FOR** **AGAINST**

Rationale: (Article XII) To clarify and conform to Arizona law, the granting of access to GVR records by qualified GVR members and provide reasonable notice to the administrative staff.

ARTICLE XII - MISCELLANEOUS
Section 2: Availability of Records

CURRENTLY READS:

The books, records and papers of The Corporation shall, for specific and proper purpose, at all reasonable times during business hours be subject to examination by any regular member of The Corporation upon written demand to The Corporation.

PROPOSED:

The books, records and papers of The Corporation shall, for specific and proper purpose, ***and consistent with the applicable provisions of the Arizona Nonprofit Act,*** at all reasonable times during business hours be subject to examination by any ***GVR Member or any Assigned Member that has been given voting rights,*** upon written demand to The Corporation ***at least five (5) business days before the requested examination date.***

3. Approve GVR 2022 Annual Meeting Minutes

 Yes No

Approval of meeting minutes requires the affirmative vote of a majority of members voting on the matter.

Bylaws FAQ's Reworked on the KISS principle by Gail V.

Note: original version is in italics and reduced size.

Suggested:

Why are we changing the Voting Rights section? We are making clear statements to comply with Arizona State Law to allow online voting and prevent the use of proxies. To align our bylaws (one vote per household) with national best practice, we added a statement that no more than one member of a household can act as a director at one time. This is a change requested by multiple members.

Original: Why are we changing the Voting Rights section? We are making explicit our practice of following AZ law by stating that we can vote online and we are explicitly saying that we cannot use proxies. At the request of multiple members, to better align with the voting structure of our bylaws (one vote per household) and to match the practice of many HOAs and other household based organizations we added the section stating that no more than one member of a household can become a Director at one time.

Suggested:

Why are we changing the number of directors? At the recommendation of our consultant, and after a look at non-profit best practices, reducing our board from twelve directors to nine will prevent tied votes. The reduction to nine also will allow us to continue to elect directors to serve for a 3 year term with three new directors coming onboard each year. We also hope that a smaller board will be less cumbersome.

Original:

Why are we changing the number of directors? At the recommendation of our consultant and after a look at non-profit best practices, 9 directors seems like a logic next step Experience has shown with the GVR Board and similar boards elsewhere that an optimal number of 7 to 9 diverse members provides (1) a balance of varying perspectives with (2) opportunity for equitable input by members (e.g., less domination by a few while others sit back to keep the process moving) leading to (3) more indepth, thoughtful deliberations in (4) a relatively efficient process. Also, (5) an odd number of members lessens the likelihood of tied votes which become negative and potentially contentious. (suggested by Ed). Having an even number of directors is very unusual because it leads to tied votes. Nine directors would allow us to continue our practice of electing directors to serve 3 years with a new set of directors coming onboard each year.

Suggested:

How will we move from 12 directors to 9 directors? If this bylaw change passes we will seat the three directors with the top number of votes (instead of four) and continue into the future to elect three directors annually. We will have a maximum of eleven directors in 2024, ten in 2025 and nine in 2026. To speed up the transition, we will also not replace any resigning directors until we reach our target of nine directors (three for each term). For example, in 2024 we would start with eleven directors. If one resigns, we would go down to ten directors. After the election in 2025 we would be down to nine directors. If a director resigns in 2025/26 (or if more than two directors resign in 2024/25) we will revert back to our standard practice of seating the next highest vote getter of that year's election to keep nine directors seated.

Original:

How would we move from 12 directors to 9 directors? If this Bylaw change passes we will seat the three directors with the top number of votes (instead of 4) and continue into the future to elect 3 directors each year. We would have a maximum of 11 directors in 2024, 10 in 2025 and 9 in 2026. To speed up the transition, we will also not replace any resigning directors until we get down to our target of 9 directors. For example, in 2024 we would start with 11 directors. If one resigns, we would go down to 10 directors. After the election in 2025 we would be down to 9 directors. If a director resigns in 2025/26 (or if more than 2 directors resign in 2024/25) we will revert back to our standard practice of seating the next highest vote getter of that year's election to keep at our target 9 directors.

Original: No change.

Why are we changing the Limits of Board Authority on contracts for capital purchases? This section has led to much confusion over the phrase "annual budget" and our attorney has called this "ambiguous because we cannot tell if "annual budget" is the operating budget or the capital budget or a combination of both." For years we had one budget that included depreciation and non-reserve capital. Depreciation tended to cover all capital needed to keep our facilities repaired and/or replaced as they aged. When we started to build new facilities like the pickleball center it seemed logical to add in those costs.

Original: No change.

Why have we changed from “budget” to “latest audited approved annual net revenue (does not include investments)?” Budgets are speculative and can change considerably based on new large scale projects. Audited revenue is an actual figure that is more consistent, especially if you remove investments which include unrealized capital gains or losses. Over time revenue covers both operational expenses and capital. Having a more consistent figure allows for better capital project planning.

Suggested:

Why have we changed from 10% to 12%? Audited net revenue is an end-of-the-year actual number while a budget is an estimated first-of-the-year projection and may include what will become a year-end surplus. 12% is based on actual revenue and accounts for inflation while subtracting investment income. If we look at budget vs audited year-end balances, 12% is close to or less than a projected 10% of the budget. We expect that 12% of audited net income will provide about the same cash target as 10% of the budget (which includes depreciation and new capital projects.)

Original:

Why have we changed from 10% to 12%? This is a compromise recommendation. Audited net revenue is an earlier number while a budget projects the future so we need to account for some level of inflation over time. Taking out investments reduces the variability each year but does not allow for the average normal financial benefit we get from our sizeable investments. If we look at possible 2023 budget numbers, the 12% of 2022 audited net revenue is very close, or less than 10% of the normal operating budget that includes depreciation to cover maintenance and repair plus new capital projects. It is also right in between our traditional budget number (operations plus depreciation) and a number where you include depreciation in operations and add in all possible capital items including maintenance and repair/replace.

Analysis of change from 10% of budget to 12% of net revenue		
		2023 Budgets
Traditional budget (includes depreciation to cover maintenance and repair)		\$ 11,196,785
10%		\$ 1,119,679
Operations budget (without depreciation) plus capital budget		\$ 13,850,992
10%		\$ 1,385,099
Operations budget (with depr) plus initiatives budget for new capital project		\$ 13,585,085
10%		\$ 1,358,509
Operations budget with depreciation plus all capital budgets		\$ 15,260,484
10%		\$ 1,526,048
		2022 Audit
Last audited Net Revenue (from 2022)		\$ 11,419,275
12%		\$ 1,370,313

I would remove the chart. Many or most members may be confused by it and vote “no” rather than approve something they don’t fully understand.

Add 2 lines.

10% of our 2023 Budgets is close to 12% of the 2022 audited net revenue.

2023 Budgets (operations excluding depreciation plus capital)		\$13,850,992
	10%	\$ 1,385,099
Last audited Net Revenue (from 2022)		\$11,419,275
	12%	\$ 1,370,313

Suggested:

Why have we changed the voting methods and availability of records sections? Primarily to match Arizona State Law and also to clarify the present wording. For availability of records, we added a time period to respond to requests to allow our staff time to comply. This section was suggested by our attorney.

Original:

Why have we changed the voting methods and availability of records sections? Primarily to clarify and match Arizona Law. We added a time period to respond to record requests to set expectations and give our staff time to comply.



Green Valley Recreation, Inc.
Board Affairs Committee

Facility Use and Reservation/Rental Policies

Prepared By: Natalie Whitman, COO

Meeting Date: January 9, 2024

Presented By: Steve Kindred, Recreation Program Manager, for Natalie Whitman, COO

<p>Originating Committee / Department: Operations</p>
<p>Action Requested: -Review attached CPM amendments that include the changes made in two rounds of BAC/staff revisions, plus two new staff recommendations -Consider recommending these policy changes to the Board of Directors for their initial review at a work session scheduled for February 14.</p>
<p>Strategic Plan Goals: Goal 2: Provide quality services and programs that effectively meet the recreational, social, and leisure education needs of our membership. Goal 5: Provide sound, effective governance and leadership for the corporation.</p>
<p>Background Justification: See attached staff reports</p>
<p>Attachments:</p> <ol style="list-style-type: none"> 1) Previous Staff Report to the BAC regarding facility use 2) Existing Policy 3) Most Current Iteration of the Proposed Policy



Green Valley Recreation, Inc.
Board Affairs Committee

Facility Use and Reservation/Rental Policies

Prepared By: Natalie Whitman, COO

Meeting Date: November 14, 2023

Presented By: President and Natalie Whitman, COO

Originating Committee / Department:

Operations

Action Requested:

- Review attached CPM amendments and comments submitted by staff to address facility use under Part 1 Membership and Facilities, Section 2, 1.26. through 1.2.9
- Develop recommendations specifically for items 1.2.6.A
- Develop recommendations specifically for items 1.2.6.H regarding member use of facilities for commercial purposes
- Develop recommendations specifically for item 1.2.9.G

Strategic Plan Goals:

Goal 2: Provide quality services and programs that effectively meet the recreational, social, and leisure education needs of our membership.

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

Background Justification:

1. GVR's current reservation policies and practices do not adequately prioritize GVR's recreation programs.
2. Members have expressed that some common (non-dedicated) spaces are difficult for them to access due the practices of user groups.
3. Key policies are missing, especially those related to reserving common amenities (eg. reserving a pool for a birthday party) and commercial rentals.
4. A few existing policies are needlessly restrictive or subordinating of members

Notes related to comments or changes to the attached redlined CPM:

1.2.6A: Two to four staff members are involved in each reservation. Administrative processes involve calls, emails, document retention, and data entry. Field services staff take calls and have in-person appointments to discuss set up. Very often, a third staffer is involved in setting up the room and a fourth in tearing down the room and tidying it for the next user. Reserved activities and events are costly. Now that members are free to drop in and rearrange spaces to suit their needs, it would be much more efficient for GVR to eliminate reservations for very small groups. The new website launching in January will include calendars of reserved activities at each center, so members will be able to scroll through the centers and rooms to find a space that suits their small group needs.

1.2.6.A.1.b GVR's club application states that clubs are entitled to two reservations per week. The CPM allows clubs to reserve for "additional ongoing activity" that is not otherwise defined. For several years, clubs have been permitted to make additional reservations "after"

all the other entities listed got their reservations in. But there is no deadline for reservations so there effectively is no end to reservations coming in. When a club reserves a meeting room or auditorium for several hours, several times per week, neither GVR nor other members are able to access the space.

1.2.6.J This relatively new addition to the CPM needs clarifying language.

1.2.9.B, C, and D Some user groups take full advantage of GVR's unusual "free reservations" policy and schedule many socials or meetings per year. For example, see the attached summary of HOA use of facilities during the 22/23 season. Prime time use of recreation facilities for business meetings interferes with GVR's ability to add classes when planned classes fill up, to move classes and activities when an unexpected maintenance issue occurs, or to introduce new program offerings.

1.2.9.H GVR has been renting facilities to commercial entities for years with no policy to guide staff. These entities are often looking for an opportunity to market goods and services to the membership. Without guidelines regarding the nature of the entity or activity, staff are left making judgement calls rooted in their personal values and perceptions of a business's legitimacy.

Attachments:

- 1) HOA use of facilities during the 22/23 high season
- 2) Redline of CPM

1.2.6 Use of GVR Facilities

- A. Reservations
 - 1. Reservations will be assigned in the following order:
 - a. Board of Directors
 - b. Recreation Staff (e.g., special events, classes, concerts, programs, annual festivals and performances)
 - c. Regularly scheduled club events (weekly and monthly)
 - d. Community events (e.g., HOA) and rentals
 - e. Club one-time special events or parties
 - f. Private member functions
 - g. Club additional ongoing activity requests
- B. Animals are not permitted in or on GVR property, with the exception of service animals, unless otherwise authorized by the GVR Chief Executive Officer (CEO) to accommodate community events or other special circumstances.
- C. No firearms are allowed on any GVR property or in any GVR facilities except law enforcement or licensed security.
- D. It is the policy of GVR to provide and maintain a drug-free environment for its members and employees. As such, GVR prohibits the use of illegal drugs on GVR premises.
- E. Pursuant to the Smoke-Free Arizona Act (A.R.S.§36-601.01), GVR prohibits smoking in all indoor facilities and outside areas within 20 feet of all entrances and windows. Smoking is prohibited in pool areas and in all GVR vehicles. Smoking will be allowed in designated outdoor areas only.
- F. GVR prohibits vaping in all non-smoking areas, including in all indoor facilities and areas within 20 feet of all entrances and windows. Vaping is prohibited in pool areas and in all GVR vehicles. Vaping will be allowed in designated outdoor areas and wherever smoking is allowed.
- G. GVR facilities will not be used by any member for commercial purposes with the following exceptions:
 - 1. With the prior written approval of GVR administration, a GVR Member may temporarily display items for sale at a particular facility if they are intended to assist or benefit those using that facility to participate in the associated/related activity; and
 - 2. Personal sales resulting from hobby pursuits.
- H. It is the responsibility of each individual seller to obtain an Arizona Transaction Privilege Tax License.
- I. Liquor Policy
 - 1. The sale of intoxicating beverages is not permitted on GVR premises without a special sales permit or liquor license and appropriate liquor liability policy. Prior to applying for a liquor license, permission must be received from the GVR CEO.

2. Members are permitted to bring their own beverages (BYOB) to an activity, if allowed by the host. However, written permission must be obtained from GVR at the time the reservation agreement is signed or prior to the event or activity. No alcohol may be stored in a GVR facility.

1.2.7 Political Activities

- A. GVR Members may circulate petitions and/or solicit support or opposition of GVR candidates or ballot issues in GVR facility lobby areas, common areas, and parking lots as long as such activities do not interfere with GVR operations or facility reservations or violate fire code regulations as determined by GVR staff.
- B. Surveys, opinion polls and questionnaires related to GVR affairs, and distributed on GVR property, may be circulated by members only after being reviewed by GVR administration for accuracy and suitability.
- C. GVR facility areas may be rented for political party meetings, campaign events, polling places, and informational presentations such as candidate forums or town hall meetings, whether related to GVR elections or outside political causes, subject to space availability.
- D. Advertising or promotional signage for non-GVR elected positions (e.g., public sector election campaigns), including solicitation of support/opposition regarding candidates or ballot issues is NOT permitted on GVR property except as follows:
 1. Within rented meeting space during the rental period; or
 2. In public areas and parking lots of a GVR facility being used as a polling place on election day or as an early voting site during the period of early voting.

1.2.8 Special Uses

- A. Use of Hobby Shops and Studios
 1. These facilities are monitored by volunteers. When asked, members and guests must show their GVR membership or guest cards to use the facilities. Clubs have the right to restrict use of club facilities to club members only.
- B. Use of Kitchens
 1. GVR kitchens are classified as catering kitchens. Food preparation and cooking is not allowed. Kitchen facilities may be used for warming pre-cooked food or for chilling cold entrées.
- C. Use of Caterers
 1. Caterers must be registered and approved by GVR in order to work in GVR facilities. Contact the central reservation office located at the Administrative Offices for a current list of approved caterers.
- D. Use of Storage
 1. GVR may provide small storage space, at no cost, to clubs

- if space is available.
 - 2. Clubs may provide locks.
 - 3. GVR is not liable for any property lost, damaged or stolen while in storage.
- E. Use of Equipment
 - 1. GVR may provide and maintain furniture and equipment in the facilities for the recreational use of its members.
- F. GVR Pool Management Policies
 - 1. GVR offers heated swimming pools and spas for member use.
 - 2. Hours of operation are established and posted by GVR administration.
 - 3. GVR pools shall operate in compliance with Pima County Code Title 8, Chapter 8.322, "Swimming Pool and Spas," and any other applicable Pima County regulations.
 - 4. GVR staff has authority to close a swimming pool or spa if they determine that its operation and use presents danger to individuals.
 - 5. GVR follows the guidelines provided by the National Lightning Safety Institute (NLSI) to determine when to close indoor and outdoor swimming pools, spas and showers due to lightning as a safety precaution. As of August 2014, NLSI guidelines state:
 - a. Both outdoor and indoor pools and showers will be evacuated before or when lightning is within five miles.
 - b. At the first signs of thunder or lightning, all pool and shower activities will be suspended until 30 minutes after the last observed thunder or lightning.

1.2.9 Rentals and Fees

- A. The CEO will implement a board-approved fee schedule for rental of GVR facilities. The CEO is authorized to waive facility rental fees in special circumstances, as deemed appropriate.
- B. Rental fees for groups composed solely of GVR Members shall be waived; however, all individuals and groups (whether member or non-member) may be charged fees for special computer and technology setups; internet connections; LED projection; special sound system or lighting requirements, overtime cleanup charges, or labor charges for special setup needs which require additional personnel.
- C. GVR is interested in supporting community service events, and may rent its facilities on a fee basis for such events whenever it is practical to do so. A community service event is normally sponsored by a non-profit organization or local government agency.

- D. The CEO may authorize use of GVR facilities on a complimentary or fee basis for any GVR-sponsored, GVR co-sponsored, or GVR Foundation event or activity.
- E. Fees may be charged to recover the cost of any specialized services, events or programs.

Changes made by the committee during the second review at the November meeting.

Changes within changes (language, grammar, and fixing round two errors)

1.2.1 Use of GVR Facilities

- A. Reservations are available for parties of six or more GVR members and their authorized guests. Reservations are required if staff assistance or the use of equipment is expected. Operational policies related to reservations are set by the the GVR administration and posted on the GVR website.
1. Reservations will be assigned in the following order:
 - a. Essential corporate business
 - a-b. Recreation programs (e.g., special events, classes and lessons, concerts, annual festivals and performances)
 - b-c. Club one-time annual special events
 - e-d. Regularly scheduled club activities (weekly and monthly) per current operating guidelines
 - d-e. HOA and community events (e.g., HOA) and rentals
 - e-f. Private member functions and ~~T~~hree-~~M~~month ~~G~~roups
 - f-g. Non-member rentals
 - B. Regularly scheduled club activities are limited to two per week. Clubs seeking additional activity time are welcome to access facilities on a self-help, drop-in basis.
 - C. Club and HOA meetings are limited to non-peak hours: after 2pm on weekdays and during all operating hours on the weekend.
 - D. Three-Month Groups are limited to one reservation per week. Where static set-ups are established, three-month groups will be free to rearrange the room at their discretion, returning it to the condition in which they found it. No coffee or water service will be provided.
 - E. Reservations for private member functions are limited to six hours per event. Reservations for Three-Month Groups are limited to four hours per event.
- ~~E. D.~~ All reservations must be made by a staff member or a member in good standing who shall be the primary contact for staff.
- F. Sports facilities (e.g. court arrays and pools) may only be reserved by GVR Clubs formed with the express purpose of pursuing activities associated with the facility they wish to reserve. Water Aerobics groups formed ~~prior to~~ before 2023 may be granted an exception to this policy.
- G. Some rooms and facilities are limited to ~~certain~~ designated uses. Carpeted meeting rooms, for example, may not be available for exercise

Commented [NW1]: Moved from rentals and fees section

Commented [NW2]: Some 3-month groups "compete" with GVR sponsored programs such as exercise and art classes. Any thoughts on this?

groups to limit wear and tear and ~~other~~ conditions affecting subsequent users. Some spaces must be reserved or rented together (e.g. Room 1 in West Center must be included in a reservation or rental that includes the auditorium and kitchen.)

- H. Only working ADA Service Animals are permitted in or on GVR property unless otherwise authorized by the GVR Chief Executive Officer (CEO) or their designee.
- I. Audible media is not permitted in communal areas (i.e. pool decks, picnic areas, lobbies, sports courts, and fitness centers) except for GVR-sponsored special events, special club events by reservation, and GVR dances. Members must use personal listening devices such as headphones or earbuds, or confine audio media to recreation rooms at decibel levels that do not disturb facility users outside the room.
- J. No firearms are allowed on any GVR property or in any GVR facilities except those carried by law enforcement or licensed security personnel operating with the authorization of GVR administration.
- K. Pursuant to the Smoke-Free Arizona Act (A.R.S. §36-601.01), GVR prohibits smoking in all indoor facilities and outside areas within 20 feet of entrances and windows. Smoking and vaping are permitted in designated outdoor areas only.
- L. GVR facilities will not be used by any member for commercial purposes with the following exceptions:
 - 1. With the prior written approval of GVR administration, a GVR Member may display items for sale at a particular facility if they are intended to assist or benefit those using that facility to participate in the associated/related activity; and
 - 2. Personal sales resulting from hobby pursuits as part of an approved exhibit and per current administrative guidelines.
- M. It is the responsibility of each individual seller to obtain an Arizona Transaction Privilege Tax License.
- N. Liquor Policy
 - 1. The sale of intoxicating beverages is not permitted on GVR premises without a special sales permit or liquor license and appropriate liquor liability policy. Prior to applying for a liquor license, permission must be received from the GVR CEO or CEO's designee.
 - 2. Members are permitted to bring their own beverages (BYOB) to an activity if allowed by the host. No alcohol may be stored in a GVR facility.

1.2.2 Political Activities

- A. GVR Members may circulate petitions and/or solicit support or opposition of GVR candidates or ballot issues in GVR facility lobby areas, common areas, and parking lots as long as such activities

do not interfere with GVR operations or facility reservations or violate fire code regulations as determined by GVR staff.

- B. Surveys, opinion polls, and questionnaires related to GVR affairs, and distributed on GVR property, may be circulated by members only after being reviewed by GVR administration for accuracy and suitability.
- C. GVR facilities may be rented for political party meetings, campaign events, polling places, and informational presentations such as candidate forums or town hall meetings, whether related to GVR elections or outside political causes, subject to space availability.
- D. Advertising or promotional signage for non-GVR elected positions (e.g., public sector election campaigns), including solicitation of support/opposition regarding candidates or ballot issues is NOT permitted on GVR property except as follows:
 - 1. Within rented meeting space during the rental period; or
 - 2. ~~In public areas and parking lots of a GVR facility being used as a polling place on election day or as an early voting site during the period of early voting.~~ Per local election regulations.

Commented [NW3]: Staff recommended change

1.2.3 Special Uses

- A. Use of Hobby Shops and Studios
 - 1. Clubs have the right to restrict use of club facilities to club members only.
- O. Use of Kitchens
 - 1. Kitchens and grills in meeting rooms are available for use by reservation only. Kitchens and grills are subject to non-refundable cleaning fees as outlined in the reservation agreement.
- 2. C. Use of Caterers
 - 1. Users engaging caterers must submit a copy of the caterer's health department-issued license at the time the reservation is made.
 - 2.
- 3. D. Use of Storage
 - 1. GVR may provide clubs with small storage space if space is available.
 - 2. Clubs may install locks, but must provide a copy of the key to staff.
 - 3. GVR is not liable for any property lost, damaged, or stolen while in storage.
 - 4. Outside of club-approved storage spaces, personal belongings may not be stored on GVR property without written permission from GVR administration.
- a. E. GVR Pool Management Policies
 - 1. GVR pools shall operate in compliance with Pima County Code Title 8, Chapter 8.322, "Swimming Pool and Spas,"

Commented [NW4]: Change recommended by staff

- and any other applicable Pima County regulations.
- 2. GVR staff has the authority to close a swimming pool or spa if they determine that its operation and use presents a danger to individuals.
- 3. GVR follows the guidelines provided by the National Lightning Safety Institute (NLSI) to determine when to close indoor and outdoor swimming pools, and spas due to lightning as a safety precaution. Per NLSI guidelines:
 - a. Both outdoor and indoor pools will be evacuated before or when lightning is within five miles.
 - b. At the first signs of thunder or lightning occurring within five miles of a GVR aquatic facility, all activity at pools, spas and pool decks will be suspended until 30 minutes after the last observed thunder or lightning.

1.2.4 Rentals and Fees

- A. The CEO will implement a board-approved fee schedule for rental of GVR facilities. The CEO is authorized to waive facility rental fees in special circumstances.
 - B. Rental fees for groups composed solely of GVR members engaging in low-impact recreation activities shall be waived.
 - C. Members and groups composed solely of GVR members are granted two no-fee socials (potlucks, parties, dances) per calendar year. Subsequent socials will be subject to current rental fees. Reservations for socials are limited to 4.5 hours.
 - 1) Memorial services and celebrations of life for GVR members or members of their immediate family do not count toward this annual limit.
 - 2) GVR clubs are exempt from this annual limit.
 - D. In all cases, kitchen and grill cleaning fees will be charged unless the kitchen or grill is in a club space and is maintained by the club.
2. D. Memorials and celebration of life services for GVR members or members of their immediate family are not subject to rental fees.
- E.
 - F. All individuals and groups (whether member or non-member) may be charged fees for special computer and technology setups; internet connections; LED projection; special sound system or lighting requirements, overtime cleanup charges, or labor charges for special setup needs that require additional personnel.
 - G. GVR is interested in supporting community service events and may rent its facilities for such events whenever it is practical to do so. A community service event is normally sponsored by a non-profit organization or local government agency.
 - H. The CEO may authorize use of GVR facilities on a complimentary or fee basis for any GVR-sponsored, or GVR co-sponsored, or GVR Foundation event or activity.

Commented [NW5]: Addressed in a previous passage

Commented [NW6]: Moved to fall under the rentals and fees heading

- I. Fees may be charged to recover the cost of any specialized services, events or programs.
- J. Commercial rentals are not permitted.



Green Valley Recreation, Inc.
Board Affairs Committee

**CPM Change to 6.2.8 Club Reporting
 And Records Management**

Prepared By: Nanci Moyo, Admin. Sup.

Meeting Date: January 9, 2024

Presented By: Carol Crothers, Chair

<p>Originating Committee / Department: Recreation Department</p>
<p>Action Requested: Remove sentence from 6.2.8.B that no longer applies.</p>
<p>Strategic Plan Goal: GOAL 5: Provide sound, effective governance and leadership for the corporation</p>
<p>Background Justification: The Recreation Department has requested to remove the first sentence of 6.2.8.B which states: "All clubs shall maintain a continuity of records and shall preserve all correspondence and minutes for a period of no less than three years." The Administration has a Retention Schedule the requires minutes to be kept for seven years for the Clubs. The last sentence of 6.2.8.B covers this retention schedule and states: "Club records are kept for the prescribed period of time in accordance with administrative policies for record retention."</p>
<p>Committee Options:</p> <ol style="list-style-type: none"> 1) Review CPM and move to ask for Board approval on the change. 2) Review CPM and offer another suggestion, and move to ask for Board approval on the suggested change.
<p>Staff Recommendation: Option #1</p>
<p>Recommended Motion: Move to recommend approval to the Board at the next Regular Meeting to remove the first sentence in 6.2.8.B which reads "All clubs shall maintain a continuity of records and shall preserve all correspondence and minutes for a period of no less than three years."</p>
<p>Attachments:</p> <ol style="list-style-type: none"> 1) CPM 6.2.8 Redlined

6.2.8 Club Reporting and Records Management

- A. All GVR Clubs are required to sign and submit an Annual Club Agreement which outlines the club's responsibilities to GVR and what they can expect from GVR in return. If a club refuses to sign or does not fulfill their requirements, GVR may require the club to meet with the CEO or designee.
- B. ~~All clubs shall maintain a continuity of records and shall preserve all correspondence and minutes for a period of no less than three years.~~ Club records are kept for the prescribed period of time in accordance with administrative policies for record retention.