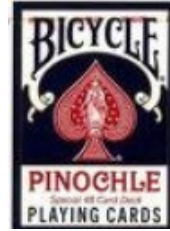


GVR Clubs!





GVR Clubs Annual Workshop

JANUARY 20, 2023

WEST CENTER

Welcome!

GVR Staff

Scott Somers, Chief Executive Officer
Natalie Whitman, Chief Operations Officer
David Webster, Chief Financial Officer
David Jund, Facilities Director
Jody Crawford, Reservations Coordinator
Brandy Rigg, Member Engagement Specialist
Barb Giles, Communications Coordinator
Lee Smith, Fitness Coordinator

Special Guests

GVR Board Members
GVR Foundation

Presenter: Kathy Edwards, GVR Club Liaison

Special thanks to John Warren, West Center RSA



Club Workshop Topics

1. Promoting Your Club
2. GVR Support and Guidelines for Clubs
3. GVR Corporate Policy Manual (CPM)
4. 2023 Annual Club Paperwork
5. Financials, Records Retention, IRS Requirements
6. Insurance / Travel Waivers
7. GVR Facilities, Work Orders, and Reservations



62 GVR-Sanctioned Clubs

Six categories

➤ Arts & Crafts	12
➤ Cards & Games	16
➤ Dance	3
➤ Social Clubs	10
➤ Special Interest	7
➤ Sports	14

10 Dedicated Space Clubs

GVR Artisans' Shop

West Center

GVR Camera Club

Santa Rita Springs

Ceramics Club of GVR

Desert Hills

GVR Clay Studio

Santa Rita Springs

GVR Computer Club

Santa Rita Springs

GVR Glass Artists Club

West Center – Kiln Studio

GVR Lapidary Club

Desert Hills, East, West

GVR Metal Working Crafts Club

Administrative Office – West Side

Santa Rita Art League of GVR

Santa Rita Springs

Woodworkers of GVR

West Center



GVR Clubs Communications



GVR Clubs
GVREC.ORG
Something for Everyone!

With average annual club dues falling under \$10, joining a GVR club is a great way for any GVR member to meet like-minded folks, explore new interests, and develop exciting interests in new directions.

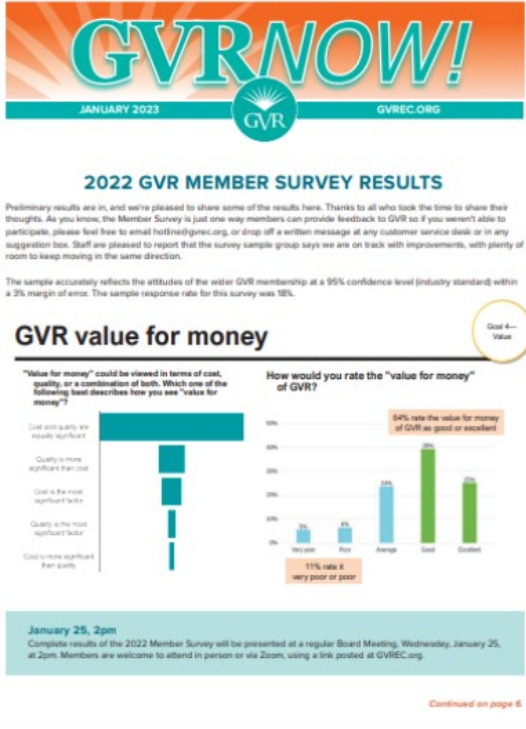
There's something for everyone!

GVR Clubs have long been the heart of a recreation program that is unsurpassed in Arizona, and perhaps, in the US. Sadly, these clubs provide member-volunteer driven opportunities for high quality leisure and recreation opportunities. Clubs work with GVR staff and governance volunteers to ensure equipment and spaces are developed and maintained for a high-value experience.

Each GVR club is a non-profit business entity with bylaws and a governing board. Clubs are formed by groups of members who complete an application process ultimately reviewed and approved by the GVR Board of Directors. Clubs are reserved for GVR members, tenants and in some cases, card-carrying guests.

Inside this catalog you will find descriptions and contact information for the following club types:

- Sports (14)
- Arts & Crafts (12)
- Social (11)
- Special Interest (7)
- Cards & Games (8)
- Dance (3)



GVR NOW!
JANUARY 2023
GVREC.ORG

2022 GVR MEMBER SURVEY RESULTS

Preliminary results are in, and we're pleased to share some of the results here. Thanks to all who took the time to share their thoughts. As you know, the Member Survey is just one way members can provide feedback to GVR so if you weren't able to participate, please feel free to email help@redgvr.org, or drop off a written message at any customer service desk or in any suggestion box. Staff are pleased to report that the survey sample group says we are on track with improvements, with plenty of room to keep moving in the same direction.

The sample accurately reflects the attitudes of the wider GVR membership at a 95% confidence level (industry standard) within a 3% margin of error. The sample response rate for this survey was 95%.

GVR value for money

How would you rate the "value for money" of GVR?

54% rate the value for money of GVR as good or excellent

17% rate it very poor or poor

January 25, 2pm
Complete results of the 2022 Member Survey will be presented at a regular Board Meeting, Wednesday, January 25, at 2pm. Members are welcome to attend in person or via Zoom, using a link posted at GVREC.org.

Continued on page 6.

GVR Center Bulletin Boards



Available in GVR Centers and New Member packets

Promote Your Club Activities!

- ✓ GVR Clubs Catalog
- ✓ GVR Website
- ✓ GVR Weekly eBlast
- ✓ *GVRNow!* Monthly Newsletter
- ✓ GVR Bulletin Boards
- ✓ Electronic Reader Boards at GVR Centers
- ✓ Club Newsletters
- ✓ GVR Club Open Houses
- ✓ *Green Valley News - Events Calendar*



Interested in Teaching?

GVR is always looking for new course offerings

- Benefit to Clubs
 - More interest in the Club
 - Increase membership
- All classes must be offered through GVR's Instructional Class program
- For information, email classes@gvrec.org

- **Club Member Workshops**
 - Clubs may offer free workshops to Club members (material fees may be assessed)



GVR Support for Clubs

- Club Liaison <-> Club President
- Free Media Listings to support your Club
- Facility Space Reservations
- Custodial Services – Meeting room setup, A/V, water (major centers)



Guidelines for Clubs

- List club events as “GVR Members Only”
(except: Social & Dance Club Programs, per Board policy)
- Arrive and depart at the times designated in Reservation Permit
- ensure all attendees are aware of reservation schedule
- Keep all member contact information confidential



GVR Corporate Policy Manual (CPM)

(www.gvrec.org -> Governance -> Governing Documents)

PART 6: GVR PROGRAMS AND CLUBS

- Acceptance of Grant Funding
- General Public
- Membership requirements
- Membership/Guests/Monitoring
- Insurance
- Financial, Tax, IRS Requirements
- Facilities, Reservations
- Clubs and Class offerings
- Records Management
- Club Bylaws
- Member Code of Conduct
- Hobby Shops & Studio Clubs
- Merchandise/Product Sales
- Liquor Policy



Annual Club Paperwork

Due February 1, 2023 – Submit Complete Package

1. Annual GVR Club Agreement to Retain Club Status
2. GVR Club Officers List
3. GVR Club Membership Roster
4. GVR Club Inventory
5. GVR Club Financial Report – Y/E 12/31/2022

Posted on gvrec.org -> Recreation -> Clubs



Changes to Club Officers


If Club Officers change during the year

- Immediately submit updated Club Officers List to GVR Club Liaison
- Read "Passing the Torch"
- Review Club Bylaws



Revising GVR Club Bylaws

- Procedure in Club Documents
- Review when officers change
- Update every 5 years



PROCEDURE
Revising GVR Club Bylaws

Review your Club Bylaws at least once each year – they are your governing documents.

1. Club Board of Directors suggests changes.
2. Club President submits revisions to GVR Club Liaison for review and approval.
(using most recently signed Club Bylaws, submit redlined copy showing revisions)
3. Club Liaison forwards both documents to Chief Operations Officer for approval.
4. Club Liaison forwards approval to Club President.
5. Club members vote on proposed changes.
6. Club President submits signed Bylaws to Club Liaison.
7. Club Liaison submits new Bylaws to for CEO for signature.
8. GVR CEO signs Bylaws.
9. Club Liaison provides fully executed copy to Club President and retains original in Club File.
10. Club President distributes a copy to all members.



Club Financial Responsibilities

- Financially self-sustaining
- 1099s must be mailed to recipients by IRS deadline
- Forms 1099 & 1096 must be mailed to IRS by IRS deadline
- Sales of items through gift shops or direct sales are subject to Arizona Transaction Privilege Tax and related tax filing



Club Records Retention



RECORDS	Retention (Yrs.)	Remarks
Financial and Administrative Records <ul style="list-style-type: none"> • Annual financial statements and/or reports • Operating leases • Inventories • Correspondence 	4	After fiscal year created
Accounts Payable, Receivables, Bank Records, Tax Records and Insurance Records <ul style="list-style-type: none"> • Ledgers • Invoices and receipts • Credit card authorizations • Bank statements, reconciliations, and deposits • 1099's, e-postcard filings, Form 990 • Accident reports • Safety reports 	4-7	After fiscal year created
Corporate/Organizational Records <ul style="list-style-type: none"> • Articles of incorporation, by-laws • IRS determination letter • Annual list of club officers 	Permanent	Preserve ARS 39-101

Some aspects of record retention are determined by the Internal Revenue Service (IRS) whereas others are determined by the state of Arizona.

An efficient and organized system is necessary to provide supporting documentation to Auditors or the IRS for income and expenses.



IRS Form 990-N (e-Postcard)

Required by IRS Annually

IRS Deadline May 15, 2023

- Club must submit IRS Form 990-N (e-Postcard) to IRS for Y/E December 31, 2022
 - or IRS Form 990 or 990-EZ as required
- ePostcards must be filed using IRS online system
- Provide copy of IRS filing confirmation to Club Liaison
 - requested by April 15



Insurance & Liability Waivers

Types of Insurance

- | | |
|-------------------------------------------------|----------------------------------------------------|
| 1. Club Directors & Officers
(D&O Insurance) | Copy to Club Liaison |
| 2. Vendor Insurance | Annual Club Agreement
Club Documents on website |
| 3. Member Waivers
Club Excursions | Required
Club retains records |

Questions? Contact your Club Liaison



GVR Guest Policy

At their sole discretion,
Clubs may grant guest privileges
to qualified guests
in accordance with GVR Bylaws & policies

www.gvrec.org/membership/guest-cards-2/



GVR Tenant Cards

- Tenants residing at GVR Member properties that have purchased a GVR Tenant Card are eligible to join GVR clubs for the dates their card is valid.
- It is the responsibility of each club to verify eligibility and track expiration dates for GVR Tenant Card Holders.
- Non-GVR members may not join clubs.
- Contact GVR Club Liaison if you have a question.



Club Code of Conduct

- ✓ Grievance Policy – posted in Club Documents
- ✓ 3-Strike Rule (CPM)
 - Enforced by Club Board
 - Share with all Club Members



GVR Facilities

Staff works closely with GVR Clubs

- Safety & Risk Management
- Facility Updates
- Work Order Requests
- Basic Custodial Services
- Planning & Evaluation Committee (P&E)
Club Funding Requests



GVR Facilities - Work Orders

GVR processes 7,000+ work orders per year

Club President < - > Club Liaison



Facility Reservations

Contact:

Jody Crawford

Reservations Coordinator

JodyC@gvrec.org

(520) 838-0142

www.gvrec.org/center-reservations



Facility Reservations

- Designate two Club Contacts for reservations
- Abide by terms listed on the Reservation Permit
- Arrive and depart according to the times on permit
- Another group may be using an adjacent room
- \$10 Facility Reservations 'Change Fee'
- \$25 Facility Reservations 'No show' fee



GVR Approved Caterers Only

- Clubs must use GVR approved caterers for all functions held at GVR facilities
- Approved Caterer list available at www.gvrec.org
GVR Centers -> Center Reservations -> Approved Caterers
 - ✓ Caterer Fee: \$50 kitchen use fee for each function
 - ✓ GVR invoices Caterer the \$50 fee
 - ✓ *Fee applies to kitchen or any if room is used to prepare or serve food or uses dishes, utensils, electrical*



GVR Elections

- GVR Board of Directors
- Voting March 1 - 23
- Voting information will be mailed to members via US Mail and emailed to those members who have provided GVR with their email address
- Nominations & Elections Committee requests Club Presidents urge club members to vote



IS YOUR CLUB WORKING ON A SPECIAL PROJECT
THAT NEEDS FUNDING?

WE CAN HELP



www.gvrecfoundation.org

Conclusion

- Workshop Survey
- Questions
- Networking