



GVR Clubs Annual Workshop

JANUARY 31, 2024
WEST CENTER

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.



GVR Club Members

- Meet others who share the same interests
- Develop existing talents and explore new skills
- Share expertise with others
- Celebrate achievements
- Enjoy new friendships



62 GVR-Sanctioned Clubs

Six categories

➤ Arts & Crafts	12
➤ Cards & Games	15
➤ Dance	3
➤ Social Clubs	11
➤ Special Interest	7
➤ Sports	14



10 Dedicated Space Clubs

GVR Artisans' Shop

West Center

Ceramics Club of GVR

Desert Hills

GVR Clay Studio

Santa Rita Springs

GVR Computer Club

Santa Rita Springs

GVR Glass Artists Club

Santa Rita Springs

GVR Photography Club

Santa Rita Springs

GVR Lapidary Club

Desert Hills, East, West

GVR Metal Working Crafts Club

Santa Rita Springs

Santa Rita Art League of GVR

Santa Rita Springs

Woodworkers of GVR

West Center



Workshop Topics

- GVR Club Support and Guidelines
- Promoting Your Club
- GVR Corporate Policy Manual (CPM)
- 2024 Annual Club Paperwork
- Insurance / Travel Waivers
- Financials, Records Retention, IRS Requirements
- Work Orders and Reservations



GVR Staff

GVR Staff

Scott Somers, Chief Executive Officer
Natalie Whitman, Chief Operations Officer

Jody Crawford, Reservations Coordinator
Kathy Edwards, Club Liaison
Shelly Freeman, Arts & Entertainment Senior Supervisor
Barb Giles, Communications Manager
Steve Kindred, Recreation Program Manager
Howey Murray, Finance Manager
Lee Smith, Fitness Coordinator

Special Guests

GVR Board Members
GVR Foundation



GVR Support for Clubs

- Club President <–> Club Liaison primary contacts
- Free advertising in GVR promotions
- Education opportunities
- Meeting space
- Club guidelines and communications



GVR Clubs Publications



GVR Center Bulletin Boards



Promote Your Club Activities

- ✓ GVR Clubs Catalog
- ✓ GVRNow! Monthly Newsletter
- ✓ Weekly eBlast
- ✓ Bulletin Boards & Reader Boards at GVR Centers
- ✓ Website Promotional Guidelines & Club Listings
- ✓ Club Newsletters
- ✓ Open Houses hosted by Clubs
- ✓ *Green Valley News - Events Calendar*



Guidelines for Promotions

- Promotional Guidelines in Club Documents
- Includes deadlines and formatting guidelines
- List club events as “GVR Members Only”
(except: Dance & Social Club Program, per GVR Board policy)
- Activity must be open to all GVR members to be promoted on GVR channels



GVR Corporate Policy Manual (CPM)

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

CPM posted on GVR Website



Conflict Resolution

- ✓ 3-Strike Rule (CPM)
- ✓ Grievance Policy posted in Club Documents
 - Consistent approach
 - Share with all club members
 - Managed by Club Board, copy to Club Liaison



Club Bylaws

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



GVR Guest Policy

As defined in club bylaws, clubs may grant guest participation to those with GVR guest pass



GVR Tenant Cards

- Tenants that have GVR Tenant Card are eligible to join GVR clubs for the dates their card is valid.
- Verify eligibility and track expiration dates for GVR Tenant Card Holders, simply email membership@gvrec.org
- Only GVR members, and tenants with a GVR tenant card, may join clubs.



Annual Club Paperwork

Due February 1, 2024 – Submit Complete Package

1. *Annual GVR Club Agreement to Retain Club Status
(note: update re liability waivers – only participants, retain in club files)
2. GVR Club Officers List
3. GVR Club Membership Roster
4. GVR Club Inventory
5. *GVR Club Financial Report – Y/E 12/31/2023



Posted on GVR website - Club Documents

Changes to Club Officers

If Club Officers change during the year

- Immediately submit updated Club Officers List to Club Liaison
- Read “Passing the Torch” for training new officers
- Review Club Bylaws

Posted on GVR website - Club Documents



Insurance & Liability Waivers

Types of Insurance

- | | |
|---|--|
| 1. Club Directors & Officers
(D&O Insurance) | Copy to Club Liaison |
| 2. Vendor Insurance | See Annual Club Agreement
Club Documents on website |
| 3. Member Waivers for
Club Excursions | Members <u>who participate in club excursions
that leave GVR property.</u> Retained in
permanent club records |

Questions? Contact Club Liaison



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 in gift shops or direct sales subject to Arizona Transaction Privilege Tax and related tax filing



IRS Form 990-N (e-Postcard)

IRS Deadline May 15th

- Club must submit IRS Form 990-N e-Postcard to IRS for Y/E December 31 previous year

(or IRS Form 990 or 990-EZ as required)
- ePostcards must be filed using IRS online system
- Status shows: "Pending" + refresh in 10 minutes = "Accepted"



IRS Filing Confirmation

- Send IRS Confirmation "Accepted" to Club Liaison by April 15



Confirmation

Your Form 990-N(e-Postcard) has been submitted to the IRS

- **Organization Name:** GREEN VALLEY RECREATION INCORPORATED
- **EIN:** 860750783
- **Tax Year:** 2023
- **Tax Year Start Date:** 01-01-2023
- **Tax Year End Date:** 12-31-2023
- **Submission ID:** 10065520240277339086
- **Filing Status Date:** 01-27-2024
- **Filing Status:** Accepted

MANAGE FORM 990-N SUBMISSIONS



Club Records Retention

- Determined by IRS, Arizona Nonprofit Act
- Documentation for Auditors or IRS
 - Financial / Administrative
 - A/P, Receivables, Bank Records, Tax, Insurance
 - Organizational Records
- Records Retention Schedule – see Club Documents



Protect Member Information

- Keep member contact information confidential
- Do not share membership roster
- Use bcc when sending emails



Interested in Teaching?

GVR is interested in new course offerings

- Increase and enhance club membership
- All classes with fees must be offered through GVR's Instructional Class program
- For information, visit **GVR Instructor Corner** on website
- Email classes@gvrec.org



➤ **Club Member Workshops – No Charge**

- Clubs may offer free workshops to Club members - *only material fees may be assessed*
- Check with GVR coordinator before arranging workshops



Reservations

- Name two club members to make reservations
- Confirmation Permit sent by Reservations Coordinator
- Schedule room setup and AV test 1 week in advance with GVR staff
- Honor arrival/departure times in permit – need setup/teardown
- GVR-approved caterers; kitchen fees apply
- **New reservation? Setup changes? 2 business days' notice** (Rev 2.7.24)

Jody Crawford, Reservations Coordinator
Reservations@gvrec.org



Field Support Staff

- Recreation Service Assistant (RSA)
 - Major centers – onsite (blue shirts)
East, West, Las Campanas, Desert Hills,
Canoa Hills, Santa Rita Springs
 - Satellites – Call COA for support

- Center Operations Assistant COA
 - On-call during business hours
 - Facility questions, resolving issues

NEED ASSISTANCE?
(520) 343-2440

• Ask Questions • Report injuries
• Resolve Conflicts • Report needed repairs
Center Operations Assistants
(COAs) are on the job
5:30am-9pm
seven days a week



Facilities - Work Orders

GVR processes 7,000+ work orders per year

Club President < - > Club Liaison

(or designated club maintenance representative)



2024 Capital Improvement Projects

- January 5: GVR email to all clubs
- **TODAY January 31: Deadline to submit request**
- February 2: Requests that qualify move to next step
- February 29: Complete CIP proposals are due
- March 29: Funds will be allocated to selected projects
- Spring 2024: Clubs receive information about Type II CIP



Club Connections 2024 – Topics?

- Filling board positions
- Club Volunteers
- Newsletters
- Creating website
- Payment providers
- Increasing club membership



Upcoming GVR Events

➤ **GVR Elections – GVR Board of Directors**

- Voting February 21 – March 14
- Nominations & Elections Committee requests Club Presidents urge club members to vote

➤ **GVR Showcase Event, Canoa Hills March 1, 2024 1-5pm**

- All clubs invited to host table, 2 hour shift
- Contact Club Liaison



Conclusion

- Post-meeting Survey to Club Presidents
- ID topics of interest to club
- Meetings for club connections in near future



Thank you!

Thank you for sharing your time,
your skills and your leadership.

Clubs enhance the quality of so many lives!

