



## GVR Clubs Annual Workshop

JANUARY 31, 2024  
WEST CENTER

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## 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.



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## 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



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## 62 GVR-Sanctioned Clubs

Six categories

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



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## 10 Dedicated Space Clubs

- |   |  |
|---|--|
| <b>GVR Artisans' Shop</b><br>West Center            | <b>GVR Photography Club</b><br>Santa Rita Springs          |
| <b>Ceramics Club of GVR</b><br>Desert Hills         | <b>GVR Lapidary Club</b><br>Desert Hills, East, West       |
| <b>GVR Clay Studio</b><br>Santa Rita Springs        | <b>GVR Metal Working Crafts Club</b><br>Santa Rita Springs |
| <b>GVR Computer Club</b><br>Santa Rita Springs      | <b>Santa Rita Art League of GVR</b><br>Santa Rita Springs  |
| <b>GVR Glass Artists Club</b><br>Santa Rita Springs | <b>Woodworkers of GVR</b><br>West Center                   |



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## 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



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## GVR Staff

### GVR Staff

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

### Special Guests

GVR Board Members  
GVR Foundation

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



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## GVR Support for Clubs

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



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## GVR Clubs Publications



GVR Center Bulletin Boards



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## 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*



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## 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



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## GVR Corporate Policy Manual (CPM)

### PART 6: GVR PROGRAMS AND CLUBS

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

CPM posted on GVR Website



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## 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




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## Club Bylaws

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




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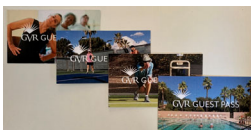
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## GVR Guest Policy

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




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## 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](mailto:membership@gvrec.org)
- Only GVR members, and tenants with a GVR tenant card, may join clubs.



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## 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

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## 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

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## Insurance & Liability Waivers

### Types of Insurance

- |  |  |
|--|--|
| 1. Club Directors & Officers (D&O Insurance) | Copy to Club Liaison   |
| 2. Vendor Insurance                          | See Annual Club Agreement<br>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



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## 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



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## 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"



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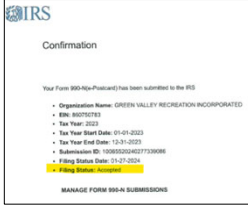
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## IRS Filing Confirmation

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



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## 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



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## Protect Member Information

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



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## 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](mailto: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



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## 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](mailto:Reservations@gvrec.org)



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## 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



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## Facilities - Work Orders

GVR processes 7,000+ work orders per year

### Club President < - > Club Liaison

(or designated club maintenance representative)



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## 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



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## Club Connections 2024 – Topics?

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



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## 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




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## Conclusion

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




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## Thank you!

Thank you for sharing your time,  
your skills and your leadership.  
Clubs enhance the quality of so many lives!




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