



## **AGENDA**

### **Board Affairs Committee**

Tuesday, February 13, 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:** January 9, 2024
- 3. Chair Comments**
- 4. Business**
  - a. Review the FAQ for Posting
  - b. Transition Plan in the CPM if Bylaw Passes
  - c. Review CPM Part 1, Section 2 Use of GVR Facilities (Whitman)
  - d. CPM Change to Part 6 GVR Programs and Clubs, Section 2 GVR Clubs, 6.2.8
- 5. Member Comments**
- 6. Adjournment**

**Next Meeting:** Tuesday, March 12, 2024, West Center, Room 2/Zoom, 1:30-3:00pm



## MINUTES

### Board Affairs Committee

Tuesday, January 9, 2024, 1:30pm  
WC Room 2 / Zoom

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

**Absent:** Barbara Blake, Bart Hillyer

**Board Attendees:** Marge Garneau

**Visitors:** 1

#### 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: December 12, 2023

**MOTION: Sutherland moved / Knop seconded to approve December 12, 2023, Meeting Minutes as presented.**

**Passed: unanimous**

#### 3. Chair Comments:

- The BAC would like to have President Garneau speak about the proposed bylaws at the forums. Chair Crothers will attend the N&E meeting to suggest having President Garneau speak on the proposed bylaws.

#### 4. Business

##### 1. Review Updated Bylaws Materials and FAQs

Consensus from BAC on changes to the Ballot:

- First paragraph under 2. 2024 Proposed Bylaws Amendments change second sentence from "Due to legal and circumstantial changes, the GVR Board and Administration are proposing and endorsing specific modifications to the bylaws and seeking member approval" **to** "Due to legal and circumstantial changes, the GVR Board and Administration proposed and endorsed specific modifications to the bylaws and seek member approval."
- Under Question 2 Rationale change from "Rationale: (Article IV) To be consistent with "best practice" recommendations of most professional researchers/consultants of nonprofit Boards, and to minimize the "tied vote"" **to** "Rationale: (Article IV and V) To be

consistent with “best practice” recommendations for nonprofit Boards, and to minimize the “tied vote”. The proposed implementation procedure would gradually move GVR from twelve to nine Directors over no more than three years starting in 2024.”

- Under Question 3 Rationale change from “Rational: (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” **to** “Rationale: (Article VI) Clarify 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 (latest audited approved annual net revenue – does not include investments); and 3) Set the limit at twelve percent (12%) based on using last year’s revenue excluding investments.”

Consensus from BAC on the FAQ for the proposed bylaw amendments to be posted on the website:

- Question 1 – 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.
- Question 2 Article IV – Why are we changing the number of directors? At the recommendation of our consultant and after a look at nonprofit 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. Explanation of why there are 12 Directors on the Board: Prior to 1998 there were 13 Directors on the Board with one Director being from Fairfield Homes, the developer. In 1998 Fairfield Homes vacated the seat on the Board as they were confident in the Directors and Administration of GVR.
- Follow up to Question 2 - Why are Article IV and V being voted as one vote? Article V is the implementation part of Article IV. If Article IV is approved, Article V will be the method of implementation and does not need a vote. If Article IV is not approved, Article V will not be implemented.
- Question 2 Article V - 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 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 of that year's election, per Corporate Policy Manual, to keep nine directors seated.

- Question 4 Article XI and Question 5 Article XII – Why is there a change to voting methods and availability of records? This change is 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.
- New question: Have these proposed bylaw amendments been reviewed by the Corporate Attorney? Yes, and many suggestions were made by the Attorney.
- Question 3 Article VI Limits of Board Authority – The BAC discussed Question 3 and provided feedback. Staff will address all the suggestions and send an email to the Committee with a proposed answer to these three questions. First Question: Why are we changing the Limits of Board Authority on contracts for capital purchases? Second Question: Why have we changed from "budget" to "latest audited approved annual net revenue (does not include investments)"? Third Question: Why have we changed from ten percent to twelve percent?

2. CPM Part 1, Section 2 Use of GVR Facilities (Whitman)

Steve Kindred, Recreation Program Manager, (sitting in for Natalie Whitman, COO) held further discussion from past BAC meetings on CPM Part 1, Section 2 Use of GVR Facilities. Highlights:

- In the attachment for Round Three revisions in the Meeting Book, it states "Reservations are available for parties of six or more GVR members and their authorized guests." BAC requested to not limit the classes to 6 people or more. There are often drop ins in classes. It was suggested to move the first sentence in 1.2.6.A to 1.2.6.A.1.f.
- Suggested to have an automated system for room reservation so it is transparent to the members.
- In 1.2.6.A after moving the first sentence to f., put "Operational policies related to reservations are set by the GVR administration and posted on the GVR website. Reservations are required if staff assistance or the use of equipment is expected." Make second sentence first so it begins with "Operational...." And ends with "Reservations are...."
- A clean copy was requested to be emailed ahead of the February meeting and possibly do a unanimous consent on the changes for 1.2.6 due to the Board Work Session being the following day.

3. CPM Change to Part 6 GVR Programs and Clubs, Section 2 GVR Clubs, 6.2.8

- Currently Clubs keep Club Minutes for three years, per the CPM. The GVR Retention Schedule states seven years and the documents need to be consistent. If this changes to seven years it is requested to have the CPM be clear on how the transition would happen so Clubs understand there are no penalties if they currently have three years and not the seven years. This will be brought back at the February 8 BAC meeting with suggestions for the change.

- At the Annual Club meeting the Clubs will be advised this is in the process of being approved by the Board. Once finalized it will be on the GVR website with the approved Club Retention Schedule.

**5. Member Comment:** 1 comment

**6. Adjournment**

**MOTION:** Knop moved / Sutherland seconded to Adjourn the meeting at 3:31pm.

**Passed:** unanimous

**Next Meeting:** Tuesday, February 13, 2024, West Center, Room 2/Zoom, 1:30 – 3:30pm

DRAFT

# Proposed Bylaw Amendments

## Frequently Asked Questions

### **Question 1 Voting Rights (Article II Section 6 A C and F):**

#### **Why are there changes to the Voting Rights section?**

- To have clear statements that comply with Arizona State Law to allow online voting and prevent the use of proxies.
- A change requested by multiple members was to add a statement that no more than one member of a household can act as a Director at one time. This aligns with our bylaws that state one vote per household and is a common practice when votes are tied to households.

### **Question 2 Number of Directors (Article IV and V):**

#### **Why change the number of directors?**

- At the recommendation of our consultant, who considers nonprofit best practices, the optimal board number is seven to nine members. At nine directors, we can elect three each year to serve a three-year term. Reducing the board from twelve to nine directors will possibly prevent tied votes. A smaller board will be less cumbersome. History: Prior to 1998 the board consisted of 13 directors. In 1998 Fairfield withdrew from having board representation and the GVR board went to twelve directors.

#### **Why are Article IV and V being voted as one vote?**

- Article V is the implementation part of Article IV. If Article IV is approved, Article V will be the process of implementation and does not need a vote. If Article IV is not approved, Article V will not be implemented.

#### **What is the implementation of moving from 12 to 9 directors?**

- If this bylaw change passes, three new directors with the top number of votes (instead of four) will be seated in 2024. Three new Directors each year will be seated and replace resigning Directors as we have done in the past. It will take the full three election cycles to get down to nine Directors. This transition plan will be placed in the CPM if the bylaw change passes.

### **Question 3 Limits of Authority (Article VI):**

**Why are the Limits of Board Authority on contracts for capital purchases being changed?**

- The current bylaw is ambiguous and can be interpreted in different ways.

**Why change from “budget” to “latest audited approved annual net revenue (does not include investments)”?**

- The change will bring clarity and a definitive base number directly from the latest approved audit. Using the latest approved audit will avoid complications of budget projections (not actuals) and the various definitions of “budget”. Audited revenue is an actual figure that is relatively consistent, especially if you remove investments which include unrealized capital gains or losses. Having a consistent figure allows for better capital project planning by setting the bar for when member approval is needed for new major construction projects. The change is intended to clarify and seek agreement among various interested parties without representing a significant change in current practice.

**Why change from ten percent to twelve percent?**

- Twelve percent is based on the approved audit from the previous year and accounts for inflation while subtracting investment income. It is expected that twelve percent of audited net income will provide about the same cost target as the ten percent of the budget (which includes depreciation and new capital projects). The audited GVR revenue is a clear, precise base for determining the need for member approval for new major construction or projects.

CAROL’S CHANGE as of Today: Twelve percent is based on the approved audit from the previous year less investments. To account for inflation and substantial income from our investments, it is expected that twelve percent of audited net revenue will provide about the same cost target as the ten percent of the budget (which includes depreciation and new capital projects). Audited GVR revenue is a clear, defined base for determining the need for member approval for new major construction or projects.

### **Question 4 and Question 5 (Articles XI and XII):**

**Why make a change to voting methods and availability of records?**

- The change for Article XI and XII is primarily to match Arizona State Law and to clarify the present wording in the bylaws. The availability of records change also adds a time period for staff to comply with the records requests.





Green Valley Recreation, Inc.  
**Board Affairs Committee**

**Transition Plan for CPM (12-9 Directors)**

**Prepared By:** Nanci Moyo, Admin. Sup.

**Meeting Date:** February 13, 2024

**Presented By:** Carol Crothers, Chair

<b>Originating Committee / Department:</b> Board Affairs Committee
<b>Action Requested:</b> Discuss where the transition plan is placed in the Corporate Policy Manual (CPM) for moving from twelve to nine directors, if the proposed bylaw amendment passes.
<b>Strategic Plan Goal:</b> GOAL 5: Provide sound, effective governance and leadership for the corporation
<b>Background Justification:</b> <p>The Board of Directors voted (unanimous) at the January 31, 2024, Regular Meeting for this to be the transition plan for the proposed bylaw amendment for reducing the directors from twelve to nine. “We seat 3 new directors each year and replace resigning directors as we have done in the past. It will take the full 3 election cycles to get down to 9 directors.”</p> <p>The Attorney said the transition plan needs to be placed in the CPM soon after the bylaw passes.</p> <p>BAC needs to decide where the transition plan should be placed in the CPM and the proposed wording of the transition plan for the CPM.</p>
<b>Recommended Motion:</b> The Board Affairs recommends the Board approve the placement of the transition plan from twelve to nine directors in the CPM (and where) and the proposed wording.
<b>Attachments:</b> None



Green Valley Recreation, Inc.  
**Board Affairs Committee**

**Facility Use and Reservation/Rental Policies**

**Prepared By:** Natalie Whitman, COO

**Meeting Date:** February 13, 2024

**Presented By:** Natalie Whitman, COO

**Originating Committee / Department:**

Operations

**Action Requested:**

-Review attached CPM amendments that include the changes made in three rounds of BAC/staff revisions.

-Consider recommending these policy changes to the Board of Directors for their initial review at a work session scheduled for February 14.

**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.

**Recommended Motion:**

Move to recommend the Board Affairs' changes to CPM Part 1, Section 2 Use of GVR Facilities to the Board of Directors for approval, including any changes from the Board discussed in the Work Session prior to the Regular Meeting.

**Attachments:**

- 1) CPM Part 1, Section 2 Redlined Version
- 2) CPM Part 1, Section 2 Clean Version

## PART 1: MEMBERSHIP AND FACILITIES

### SECTION 2 - USE OF GVR FACILITIES

#### 1.2.6 Use of GVR Facilities

- A. ~~Operational policies related to reservations are set by the GVR administration and posted on the GVR website. 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. ~~Reservation policies are set by the CEO and published on the GVR website.~~
1. Reservations will be assigned in the following order:
    - a. ~~Board of Directors~~ Essential corporate business
    - b. Recreation ~~Staff programs~~ (e.g., special events, classes ~~and lessons~~, concerts, ~~programs~~, annual festivals and performances)
    - ~~b-c.~~ Club one-time annual special events
    - ~~e-d.~~ Regularly scheduled club ~~events activities~~ (weekly and monthly) per current operating guidelines
    - ~~d-e.~~ HOA and ~~Community events (e.g., HOA)~~ and rentals
    - e. Club one-time special events or parties
    - f. Private member functions ~~and three-month groups.~~ Reservations for these activities require attendance of six or more members.
    - g. Club additional ongoing activity requests ~~Non-member rentals~~
  - B. Club and HOA meetings are limited to non-peak hours: after 2pm on weekdays and during all operating hours on the weekend. ~~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. 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, and return the room to the condition in which it was found. No coffee or water service will be provided. No firearms are allowed on any GVR property or in any GVR facilities except law enforcement or licensed security.
  - D. Reservations for private member functions are limited to six hours per event. Reservations for Three-Month Groups are limited to four hours per event. It is the policy of GVR to provide and maintain a drug free environment for its members and

Formatted: Indent: Left: 2.5", No bullets or

employees. As such, GVR prohibits the use of illegal drugs on GVR premises.

- E. All reservation must be made by a staff member or a member in good standing who shall be the primary contact for staff. 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. 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 before 2023 may be granted an exception to this policy. 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. Some rooms and facilities are limited to certain designated uses. Carpeted meeting rooms, for example, may not be available for exercise groups to limit wear and tear, odor and 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.) 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. Animals are not permitted in or on GVR property, with the exception of service animals, unless otherwise authorized by the GVR CEO or their designee. It is the responsibility of each individual seller to obtain an Arizona Transaction Privilege Tax License.
- I. Audible media is not permitted in communal areas (e.g. 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 music audio media to recreation rooms at decibel levels that do not disturb facility users outside the room.

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.

Formatted: Indent: Left: 1.5", No bullets or

Formatted: Indent: Left: 1.5", No bullets or

~~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.~~

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. 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.~~

~~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 is prohibited in pool areas and in all GVR vehicles. Smoking and vaping will be are~~ allowed in designated outdoor areas only.

~~L. GVR facilities will not be used by any member for commercial purposes with the following exceptions:~~

- ~~1. With 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 sale 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 their designee.~~

~~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.~~

~~K.~~

### 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

Formatted: Indent: Left: 1", No bullets or numbering, Tab stops: Not at 1.5"

Formatted: Indent: Left: 1.5", Hanging: 0.25"

Formatted: COM - 1., Indent: Left: 1.25", Hanging: 0.25"

only after being reviewed by GVR administration for accuracy and suitability.

- C. GVR ~~facilities~~ ~~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. Kitchens are available for use by reservation only. Kitchens and grills are subject to non-refundable cleaning fees as outlined in the reservation agreement.
  - ~~1,2.~~ 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. Users engaging caterers must submit a copy of the caterer's health department issued license at the time the reservation agreement is made. 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 clubs small storage space, at no cost, ~~to clubs~~ if space is available.
  - 2. Clubs may provide locks, but must provide a copy to GVR staff.
  - 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.~~

**Formatted:** Outline numbered + Level: 5 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1.5" + Tab after: 2" + Indent at: 2"

**Formatted:** COM - A.

#### F.E. GVR Pool Management Policies

- ~~1. GVR offers heated swimming pools and spas for member use.~~
- ~~1. Hours of operation are established and posted by GVR administration.~~
- ~~2.1.~~ 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.
- ~~3.2.~~ GVR staff has authority to close a swimming pool or spa if they determine that its operation and use presents danger to individuals.
- ~~4.3.~~ GVR follows the guidelines provided by the National Lightning Safety Institute (NLSI) to determine when to close indoor and outdoor swimming pools, and spas and ~~showers due to lightning~~ as a safety precaution. ~~As of August 2014, Per~~ 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 occurring within five miles of an aquatic facility, all pool decks will close ~~and shower activities will be suspended~~ until 30 minutes after the last observed thunder or lightning.

**Formatted:** Outline numbered + Level: 5 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1.5" + Tab after: 2" + Indent at: 2"

**Formatted:** Left, Outline numbered + Level: 5 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1.5" + Tab after: 2" + Indent at: 2"

**Formatted:** Outline numbered + Level: 5 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1.5" + Tab after: 2" + Indent at: 2"

#### 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.
- ~~A.B.~~ Damage Deposit
- ~~B.C.~~ Rental fees for groups composed solely of GVR Members engaging in low impact recreation activities 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.~~
- D. 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. In all cases, kitchen or grill cleaning fees may be charged. Reservations for socials are limited to 4.5 hours. 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.

**Commented [NM1]:** Comment from Natalie – Add to policy?

- 1) Memorial and celebration of life services for GVR Members or members of their immediate family are not subject to rental fees and do not count toward the annual limit of two socials.
- E-2) GVR clubs are exempt from this annual limit.
- E. Club and HOA meetings are limited to non-peak hours: after 2pm on weekdays and during all operating hours on weekends. 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.
- F. 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-G. 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.
- H. Fees may be charged to recover the cost of any specialized services, events or programs.
- E-I. Commercial Rentals:

**Formatted:** Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 2.31" + Indent at: 2.56"

**Commented [NM2]:** From Natalie GVR has no policy. BAC is asked to advise.

## SECTION 3 - SUSPENSION OF PRIVILEGES

### 1.3.1 Suspension of Delinquency

Any GVR Member who has not paid dues, fees or assessments as of the time such payment is due becomes delinquent and shall automatically be declared a 'Member Not in Good Standing.' Any GVR Member Not in Good Standing and his/her Additional Card Holder, Assigned Member and/or Tenants and Guests shall not be entitled to use GVR facilities. The delinquent member shall not hold any office, nor vote in any election. Upon payment of all delinquent dues, penalties, fees, assessments, together with the cost of collection, said member shall be restored to good standing.

### 1.3.2 Suspension of Conduct

- A. Any cardholder who violates the established rules and regulations of GVR is subject to suspension of privileges. Copies of rules and regulations are posted within GVR facilities.
- B. The CEO or designee has the authority to determine if a violation is major or minor. The CEO or designee is authorized to immediately deny any individual access to facilities for a period of up to ten (10) days for minor violations, including, but not limited to, failure to provide his/her membership card or other GVR identification card. In the event of a major violation, including but not limited to violation of any law, physical confrontation, verbal abuse, the CEO or designee shall have the



- authority to immediately deny any individual access to facilities until the violation can be investigated.
- C. Minor Incidents - Upon receipt of a complaint from a GVR member or staff, the CEO or designee will investigate the complaint as follows:
1. Contact the person who filed the complaint.
  2. Contact witnesses or those parties to the incident which resulted in the complaint.
  3. Contact the individual(s) against whom the complaint was filed, either in person or by phone. If direct contact is not available, the contact may be made by email or letter.
  4. The CEO shall then determine if the complaint is valid. If the complaint is determined to be valid, the individual(s) may be subject to counseling, either in person or by letter, or may be subject to suspension of any or all privileges, and/or use of facilities for a period not to exceed ten (10) calendar days. The decision of the CEO is final.
- D. Major Incidents – The CEO or designee shall take immediate action and personally handle the situation as follows:
1. Contact the Board President immediately.
  2. The CEO, the Board President and the Board Affairs Committee Chair shall conduct an investigation within two (2) weeks. They shall convene a meeting with the individual and/or a representative against whom the complaint was lodged as well as the complainant. During the process, the accusing party has the right to submit verbal or written information subject to rebuttal by the accused and witnesses, if any.
  3. Upon completion of the above, a report on the findings of the investigation, along with recommended actions will be presented to the Board.
- E. The Board will convene in an Executive Session within two (2) weeks to review the report, discuss the particulars of the incident and decide on the appropriate action. If a majority of the Board, then in office, determines that a suspension is warranted, the duration and nature of the suspension must be determined. The suspension may apply to the use of all GVR facilities or select facilities.
1. The original suspension determined by the CEO shall be extended until this process has been accomplished.
  2. If the Board decides to continue the suspension, the CEO shall send the individual and/or representative a written "Notice of Suspension" within 48 hours of the Board's decision. The "Notice of Suspension" shall include the details of the suspension, as well as the appeal procedure.
  3. If the individual and/or representative opts to appeal the Board's suspension of a major issue, the CEO will notify the Board President and will appoint an Appeals Officer(s) to

hear the appeal. The CEO will provide the individual with the date, time and location for presentation of that appeal. The suspension shall continue until the process has been completed. A written response may be presented in lieu of a personal appearance. The Appeals Officer(s) shall be authorized to decide if the proposed suspension should be upheld, reduced or cancelled. Unless the Appeals Officer(s) decides that the suspension should be cancelled or be reduced, the decision of the Board shall be final.

# PART 1: MEMBERSHIP AND FACILITIES

## SECTION 2 - USE OF GVR FACILITIES

### 1.2.6 Use of GVR Facilities

- A. Operational policies related to reservations are set by the GVR administration and posted on the GVR website. Reservations are required if staff assistance or the use of equipment is expected.
  - 1. Reservations will be assigned in the following order:
    - a. Essential corporate business
    - b. Recreation programs (e.g., special events, classes 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 and rentals
    - f. Private member functions and three-month groups. Reservations for these activities require attendance of six or more members.
    - g. Non-member rentals
- B. Club and HOA meetings are limited to non-peak hours: after 2pm on weekdays and during all operating hours on the weekend.
- C. 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, and return the room to the condition in which it was found. No coffee or water service will be provided.
- D. 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. 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 before 2023 may be granted an exception to this policy.
- G. Some rooms and facilities are limited to designated uses. Carpeted meeting rooms, for example, may not be available for exercise groups to limit wear and tear, and 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 CEO or their designee.
- I. Audible media is not permitted in communal areas (e.g., 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 allowed in designated outdoor areas only.
- L. GVR facilities will not be used by any member for commercial purposes with the following exceptions:
  - 1. With 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 sale 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 their 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.

### **1.2.7 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 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.

### **1.2.8 Special Uses**

- A. Use of Hobby Shops and Studios
  - 1. Clubs have the right to restrict use of club facilities to club members only.
- B. Use of Kitchens
  - 1. Kitchens are available for use by reservation only. Kitchens and grills are subject to non-refundable cleaning fees as outlined in the reservation agreement.
  - 2. 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. Users engaging caterers must submit a copy of the caterer's health department issued license at the time the reservation agreement is made.
- D. Use of Storage
  - 1. GVR may provide clubs small storage space, at no cost, if space is available.
  - 2. Clubs may provide locks, but must provide a copy to GVR staff.
  - 3. GVR is not liable for any property lost, damaged or stolen while in storage.
- 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," and any other applicable Pima County regulations.
  - 2. GVR staff has authority to close a swimming pool or spa if they determine that its operation and use presents 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 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 an aquatic facility, all pool decks will close 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. Damage Deposit
- C. Rental fees for groups composed solely of GVR Members engaging in low impact recreation activities shall be waived.
- D. 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. In all cases, kitchen or grill cleaning fees may be charged. Reservations for socials are limited to 4.5 hours.
  1. Memorial and celebration of life services for GVR Members or members of their immediate family are not subject to rental fees and do not count toward the annual limit of two socials.
  2. GVR clubs are exempt from this annual limit.
- E. Club and HOA meetings are limited to non-peak hours: after 2pm on weekdays and during all operating hours on weekends.
- F. 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.
- G. The CEO may authorize use of GVR facilities on a complimentary or fee basis for any GVR-sponsored or GVR co-sponsored event or activity.
- H. Fees may be charged to recover the cost of any specialized services, events or programs.
- I. Commercial Rentals:

## **SECTION 3 - SUSPENSION OF PRIVILEGES**

### **1.3.1 Suspension for Delinquency**

Any GVR Member who has not paid dues, fees or assessments as of the time such payment is due becomes delinquent and shall automatically be declared a 'Member Not in Good Standing.' Any GVR Member Not in Good Standing and his/her Additional Card Holder,

Assigned Member and/or Tenants and Guests shall not be entitled to use GVR facilities. The delinquent member shall not hold any office, nor vote in any election. Upon payment of all delinquent dues, penalties, fees, assessments, together with the cost of collection, said member shall be restored to good standing.

### **1.3.2 Suspension for Conduct**

- A. Any cardholder who violates the established rules and regulations of GVR is subject to suspension of privileges. Copies of rules and regulations are posted within GVR facilities.
- B. The CEO or designee has the authority to determine if a violation is major or minor. The CEO or designee is authorized to immediately deny any individual access to facilities for a period of up to ten (10) days for minor violations, including, but not limited to, failure to provide his/her membership card or other GVR identification card. In the event of a major violation, including but not limited to violation of any law, physical confrontation, verbal abuse, the CEO or designee shall have the authority to immediately deny any individual access to facilities until the violation can be investigated.
- C. Minor Incidents - Upon receipt of a complaint from a GVR member or staff, the CEO or designee will investigate the complaint as follows:
  - 1. Contact the person who filed the complaint.
  - 2. Contact witnesses or those parties to the incident which resulted in the complaint.
  - 3. Contact the individual(s) against whom the complaint was filed, either in person or by phone. If direct contact is not available, the contact may be made by email or letter.
  - 4. The CEO shall then determine if the complaint is valid. If the complaint is determined to be valid, the individual(s) may be subject to counseling, either in person or by letter, or may be subject to suspension of any or all privileges, and/or use of facilities for a period not to exceed ten (10) calendar days. The decision of the CEO is final.
- D. Major Incidents – The CEO or designee shall take immediate action and personally handle the situation as follows:
  - 1. Contact the Board President immediately.
  - 2. The CEO, the Board President and the Board Affairs Committee Chair shall conduct an investigation within two (2) weeks. They shall convene a meeting with the individual and/or a representative against whom the complaint was lodged as well as the complainant. During the process, the accusing party has the right to submit verbal or written information subject to rebuttal by the accused and witnesses, if any.
  - 3. Upon completion of the above, a report on the findings of

the investigation, along with recommended actions will be presented to the Board.

- E. The Board will convene in an Executive Session within two (2) weeks to review the report, discuss the particulars of the incident and decide on the appropriate action. If a majority of the Board, then in office, determines that a suspension is warranted, the duration and nature of the suspension must be determined. The suspension may apply to the use of all GVR facilities or select facilities.
1. The original suspension determined by the CEO shall be extended until this process has been accomplished.
  2. If the Board decides to continue the suspension, the CEO shall send the individual and/or representative a written "Notice of Suspension" within 48 hours of the Board's decision. The "Notice of Suspension" shall include the details of the suspension, as well as the appeal procedure.
  3. If the individual and/or representative opts to appeal the Board's suspension of a major issue, the CEO will notify the Board President and will appoint an Appeals Officer(s) to hear the appeal. The CEO will provide the individual with the date, time and location for presentation of that appeal. The suspension shall continue until the process has been completed. A written response may be presented in lieu of a personal appearance. The Appeals Officer(s) shall be authorized to decide if the proposed suspension should be upheld, reduced or cancelled. Unless the Appeals Officer(s) decides that the suspension should be cancelled or be reduced, the decision of the Board shall be final.





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:** February 13, 2024

**Presented By:** Carol Crothers, Chair

<b>Originating Committee / Department:</b> Recreation Department
<b>Action Requested:</b> Remove sentence from 6.2.8.B that no longer applies. "All clubs shall maintain a continuity of records and shall preserve all correspondence and minutes for a period of no less than three years."
<b>Strategic Plan Goal:</b> GOAL 5: Provide sound, effective governance and leadership for the corporation
<b>Background Justification:</b> <p>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."</p> <p>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>
<b>Committee Options:</b> <ol style="list-style-type: none"> <li>1) Review CPM and move to ask for Board approval on the change.</li> <li>2) Review CPM and offer another suggestion, and move to ask for Board approval on the suggested change.</li> </ol>
<b>Staff Recommendation:</b> Option #1
<b>Recommended Motion:</b> 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."
<b>Attachments:</b> <ol style="list-style-type: none"> <li>1) CPM 6.2.8 Redlined</li> </ol>

### 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.