



AGENDA

BOARD OF DIRECTORS REGULAR MEETING

Wednesday, November 13, 2024 - 2pm

West Center Auditorium / Zoom

*Code of Conduct

Directors: Marge Garneau (President), Bart Hillyer (Vice President), Jim Carden (Secretary), Nellie Johnson (Treasurer), Candy English (Assistant Secretary), Kathi Bachelor (Assistant Treasurer), Nancy Austin, Dave Barker, Barbara Blake, Beth Dingman, Bev Lawless, Joe Magliola, Scott Somers (non-voting)

AGENDA TOPIC

1. **Call to Order / Roll Call – Establish Quorum**
2. **Amend/Adopt Agenda**
3. **President’s Report**
4. **CEO Report**
5. **Committee Reports**
 - A. Audit - Austin
 - B. Board Affairs - Hillyer
 - C. Fiscal Affairs - Johnson
 - D. Investments - Johnson
 - E. Nominations & Elections - Blake
 - F. Planning & Evaluation - Carden
6. **Consent Agenda** – Consent Agenda items are routine items of business that are collectively presented for approval through a single motion. A Board member may request that an item be pulled from the Consent Agenda and placed under Action Items for separate discussion and action.
 - A. Minutes:
 - 1) BOD Regular Meeting Minutes: October 23, 2024
7. **Action Items**
 - A. Request Funding Agreement for Members Assistance Program (MAP) from GVR Foundation (Somers)
 - B. Consider CPM Change for Allowing Dogs at Del Sol Clubhouse (Somers)
 - C. Approval of Finance Policy Recommendation from Fiscal Affairs (Somers)
8. **Member Comments** - Please limit comments to two (2) minutes. Speakers are asked to provide their name and GVR member number. This time is for comments, not for questions and answers.
9. **Adjournment**



MINUTES

BOARD OF DIRECTORS MEETING

Wednesday, October 23, 2024, 2pm

West Center Auditorium / Zoom

Directors: Marge Garneau (President), Bart Hillyer (Vice President), Jim Carden (Secretary), Candy English (Assistant Secretary), Nellie Johnson (Assistant Treasurer), Kathi Bachelor, Dave Barker, Barbara Blake, Beth Dingman, Bev Lawless, Joe Magliola, Scott Somers (non-voting)

Director Absent: Nancy Austin

Staff Present: Howey Murray (Finance Manager), Nanci Moyo (Administrative Supervisor), David Webster (CFO), Natalie Whitman (COO), Kris Zubicki (Member Services Director)

Visitors: 32 Including support staff

AGENDA TOPIC

1. Call to Order / Roll Call – Establish Quorum

The President being in the chair and the Secretary being present.
President Garneau called the meeting to order at 2pm MST. Secretary Carden called the roll; quorum established.

2. Amend/Adopt Agenda

**MOTION: Director Bachelor moved, Director Magliola seconded to adopt the Agenda.
Passed: unanimous**

3. President Report

- Thanked members who come to the meetings and send emails to the Board.

4. CEO Report

A. CEO Monthly Report

- The Maintenance Repair and Replacement (MRR) projects for 2024 are just about completed. There are two roof coating projects that need to be completed.
- Desert Hills Locker Room: Architect are finishing final construction documents.
- West Center Lobby Improvement: Architects working on permitting process.
- Metal Shop: Shotgun building, behind the shuffleboard court at West Center, final construction document are being completed by the architects.
- Contracts for these projects will come back to the Board in the next few months and the goal is to begin projects April 1.
- Removed all the billiard tables from the West Center to Del Sol Clubhouse lower level. Artisan Shop will be expanding into this space and is working on a floor plan.
- Del Sol Clubhouse Café: The kitchen and bar area are being completed. A vendor will have a soft opening, maybe a Grand Opening, around December 1. Landscaping is being done around Del Sol Clubhouse.
- Desert Hills Pool: On November 1 the pool will be closed while a consultant maps out all the pipes at the pool to be able to identify the issue with the pool.

5. Presentations:

A. Quarterly Financial Report

- Revenue summary as of the end of September shows 3.3 percent deficit from budget, with the Capital Revenue at almost 20 percent deficit due to lower home sales.
- Expense summary is 1.7 percent over budget with the majority of the expense in the Program line item. Program expenses are offset with revenue. Recreation/Program revenue is over budget by 47 percent compared to Recreation/Program expenses for those activities are over budget by 42.3 percent.
- Projected Deficit for 2024 is \$91,800. Note this total is a projected amount and is highly dependent on housing sales through Fourth Quarter.
- GVR has a strong balance sheet.
- The Investment returns have been good this year.

MOTION: Director Dingman moved, Director Carden seconded to approve the Financial Quarterly Report.

Passed: unanimous

6. Committee Reports – All committee reports verbally provided and placed on file

- A. Audit
- B. Board Affairs
- C. Fiscal Affairs
- D. Investments
- E. Nominations & Elections
- F. Planning & Evaluation

7. Consent Agenda

MOTION: Director Bachelor moved, Director English seconded to approve Consent Agenda.

Passed: unanimous

A. Minutes:

- BOD Special Meeting Minutes: September 9, 2024
- BOD Regular Meeting Minutes: September 25, 2024
- BOD Work Session Minutes: October 9, 2024

B. Financial Statements:

- September Financials

8. Action Items

A. Budget Approval for the Fee Schedule, Operating Budget, Capital Budget, and Capital Improvement Plan

Highlights include:

- Changes from the Work Session on October 9, the Capital Improvement Budget shows a delay in the Las Campanas Cyprus renovation to 2028. The West Center Project was separated into two projects with the Lapidary Club expansion to be done in 2025 and the Woodshop expansion moved to 2027.
- 2025 Operating Budget Expenses equal \$11,685,954 (5.9 percent increase over 2024 budget).
- 2025 Capital Budget equals \$5,699,127 (52 percent increase over 2024 budget).
- 2025 Grand total budget is \$17,385,081 (16 percent increase over 2024 budget).
- Fee Schedule includes: \$15 dues increase; Membership Change Fee increase of \$100; Transfer Fee increase is \$15; Tenant Card increase of \$5 for each category; and Guest Card increase by \$5.

MOTION: Director Johnson moved, Director Carden seconded to approve the Fee Schedule, Operating Budget, Capital Budget, and Capital Improvement Plan as recommended.

Passed: unanimous

B. Approve Appointment of the Fiscal Affairs Chair

MOTION: Director Dingman moved, Director Lawless seconded to approve the appointment of the Fiscal Affairs Committee Chairperson Nellie Johnson, nominated by the President.

Passed: unanimous

C. Approve Record Date for the 2025 Election Set by the N&E Committee

MOTION: Director Hillyer moved, Director Bachelor seconded to approve January 27, 2025, as the Record Date to determine the eligible roster of voting members.

Passed: unanimous

D. Election of Treasurer

MOTION: Director Bachelor moved, Director Dingman seconded to conduct the election of the successor Treasurer and Assistant Treasurer.

Passed: unanimous

1) Treasurer

a) Nomination

- Nellie Johnson 7 Will run
- Dave Barker 2 Will not run
- Joe Magliola 1 Will not run
- Nancy Austin 1 Not present

b) Election

- Nellie Johnson 10 **Treasurer**

2) Assistant Treasurer

a) Nominations

- Kathi Bachelor 6 Will run
- Joe Magliola 4 Will run
- Nancy Austin 1 Not present

b) Elections

- Kathi Bachelor 6 **Assistant Treasurer**
- Joe Magliola 4
- Nancy Austin 1

9. Informational Report from Ad Hoc Committee Between GVR and GVR Foundation

Director Hillyer reported the Ad Hoc Committee met in September. The Ad Hoc Committee is Bart Hillyer, Carol Crothers, and Nellie Johnson. Due to Carol Crothers resignation from the Board, Marge Garneau will replace Carol Crothers. The committee will meet in November.

10. Member Comments – 2 comments

11. Adjournment

MOTION: Director Hillyer moved, Director Blake seconded to adjourn the meeting at 3:12pm.

Passed: unanimous



Green Valley Recreation, Inc.
Board of Directors Meeting
GVR Foundation
Members Assistance Program Grant

Prepared By: David Webster, CFO

Meeting Date: November 13, 2024

Presented By: Scott Somers, CEO

Consent Agenda: No

Originating Committee / Department: Finance
Action Requested: Approve submitting a grant request to GVR Foundation (GVRF) in the amount of \$25,000 for the year ending December 31, 2025, for the Member Assistance Program (MAP).
Strategic Plan: Goal 4: Cultivate and maintain a sound financial base that generates good value for our members.
Background Justification: The Member Assistance Program, established in 1995, provides financial assistance to qualifying GVR members experiencing financial hardship and unable to pay GVR annual dues. GVR Foundation solicits funding for MAP from grants, fundraisers, and local community organizations.
Fiscal Impact: Assist qualifying GVR members experiencing financial hardship to pay their GVR annual dues through monies raised by the GVR Foundation.
Board Options: 1) Approve submitting a grant request for \$25,000 for the next year. 2) Do not approve submitting the grant request to GVR Foundation. 3) Direct staff on how to best support MAP.
Staff Recommendation: Option 1
Recommended Motion: Approve to submit a grant request to GVR Foundation in the amount of \$25,000 for the next year ending December 31, 2025, for the Member Assistance Program (MAP).
Attachments: 1) GVR MAP Request for Funding Grant Application to GVR Foundation 2) History of MAP funding by GVR and the GVR Foundation



REQUEST FOR FUNDING FROM GVR FOUNDATION

Instructions to Applicant: Please answer each section below as thoroughly as possible. Use additional pages as needed, but please keep the total narrative to no more than five typed pages.

Your proposed budget should itemize the use of funds requested, when you expect to need these funds, and a total requested amount.

The grant funds will be expended in accordance with the attached itemized budget as funds become available and as grantee submits written requests for reimbursement with copies of invoices paid by the grantee or written requests for advance payment with supporting documentation and explanation for why advance payment is necessary.

Currently, the GVR Foundation does not provide grants to political organizations, religious organizations, or individuals.

Grant Applicant Organization Name: Green Valley Recreation, Inc.

Address: 1070 S Calle de las Casitas City: Green Valley State: AZ Zip: 85614

Telephone: 520-625-3440 Fax:

Email Contact: ssomers@gvrec.org Website: www.gvrec.org

Date Organization Formed: November 13, 1972 Tax ID # 23-7185626

Reason for the Request (to choose more than one, hold ctrl key and choose all that apply):

- Charitable
- Scientific
- Educational
- Other Specified Purpose Member Assistance Program (MAP)

Total Grant Amount Requested: \$ 25,000 **For the next year, 2025**

Explain the Project in detail, including expected duration with proposed start and end dates, identity and qualifications of personnel involved, other sources of funding, and any other relevant information specific to your needs.

Explain how this project will benefit the community.

Explain your previous experience allowing you to complete the project.

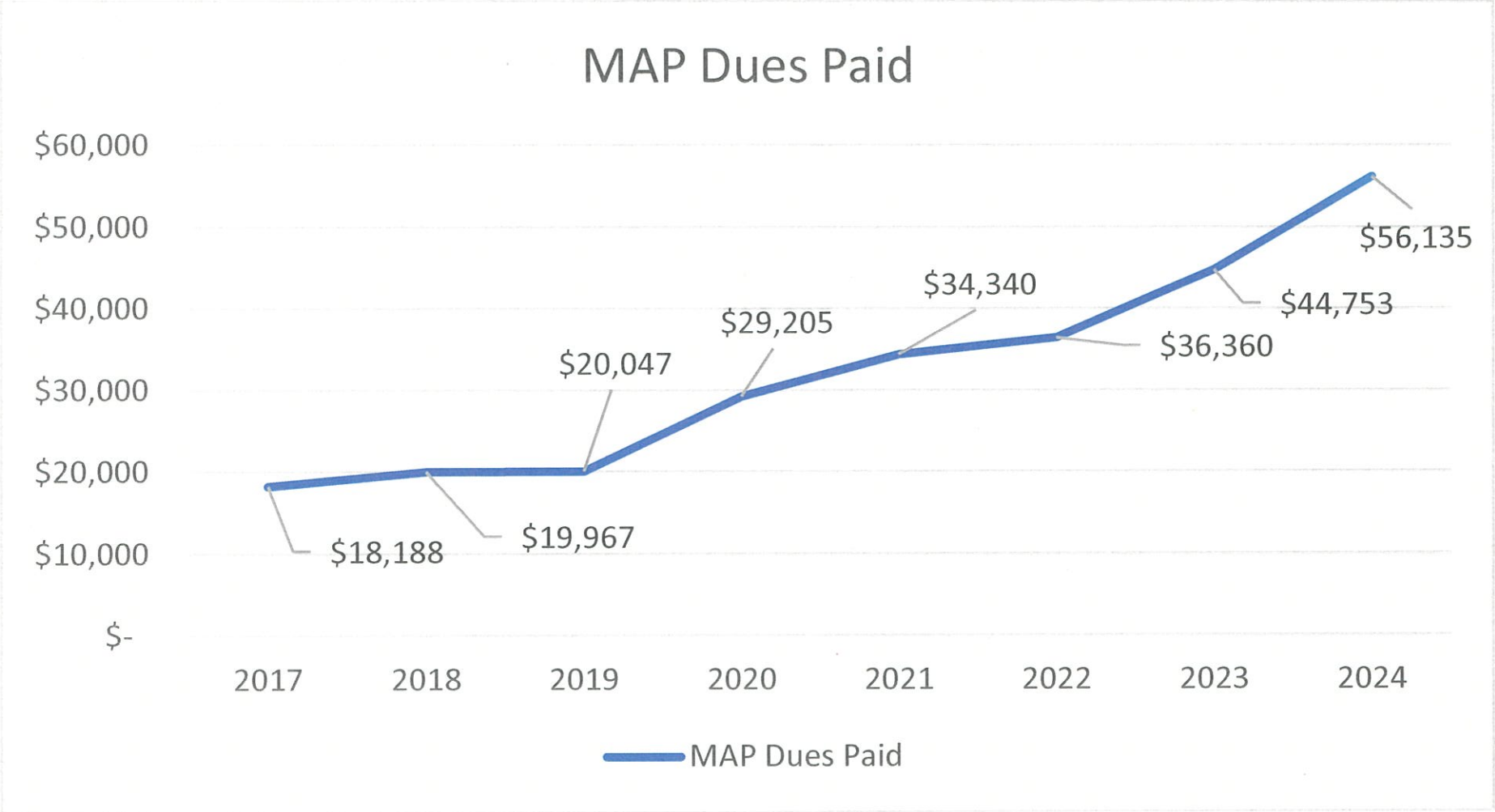
Indicate your willingness to assist the Foundation with the marketing of a capital campaign.

Attach an itemized budget. If the project is to be done in various steps, like a construction project, indicate the proposed timeframe for each and the proposed financial needs at each stage. **The grant request is for GVR Members to offset their GVR dues, in the approximate amount of \$25,000, payable in the Spring of 2025.**

Additional information about Applicant’s history and activities related to this project may also be attached.

I will be happy to provide you with further information on any aspect of this request.
Marge Garneau

NAME	_____ SIGNATURE
President, GVR Board of Directors	November 13, 2024
TITLE	DATE



Member Assistance Program

Year	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Applicants	80	74	93	112
Denials	<u>-3</u>	<u>-2</u>	<u>0</u>	<u>-2</u>
Approvals	77	72	93	110
Partial Awards	<u>-6</u>	<u>0</u>	<u>-2</u>	<u>-1</u>
Full Awards (equivalents)	71	72	91	109
Dues Rate	\$ <u>505</u>	\$ <u>505</u>	\$ <u>510</u>	\$ <u>515</u>
Total Dues Waived	\$ 34,340	\$ 36,360	\$ 44,753	\$ 56,135
GVR Application	\$ <u>(18,136)</u>	\$ <u>(14,460)</u>	\$ <u>(18,020)</u>	\$ <u>(30,945)</u>
Balance paid by GVR Foundation	\$ <u>16,204</u>	\$ <u>21,900</u>	\$ <u>26,733</u>	\$ <u>25,190</u>



Green Valley Recreation, Inc.
Board of Directors Meeting

CPM Change to Allow Dogs on Patio of Del Sol Clubhouse

Prepared By: Nanci Moyo, Admin. Sup.

Meeting Date: November 13, 2024

Presented By: Scott Somers, CEO

Consent Agenda: No

Originating Committee / Department:

Administrative and Fiscal Affairs Committee

Action Requested:

Revise Corporate Policy Manual (CPM) 1.2.6.H to allow “pet friendly” policy at the Del Sol Clubhouse property outside on the front patio only with an owner and leash. Currently CPM 1.2.6.H reads: Only working ADA Service Animals are permitted in or on GVR property, aside from GVR programs or events.

Strategic Plan Goal:

GOAL 2: Provide quality services and programs that effectively meet the recreational, social, and leisure education needs of our membership, allocating resources to support those programs.

Background Justification:

The Fiscal Affairs Committee (FAC) Café Subcommittee recommended amending the CPM to allow dogs on the front patio of the clubhouse due to the proximity of the DSC to the nearby walking trails. Staff concurs with this recommendation, but would simply recommend amending the CPM to allow dogs on the property, outside of the building except for the south facing patio.

The Board of Directors held a discussion at the Work Session of August 14, 2024. The consensus was to bring the CPM policy revision back to the Board. Operations will handle how to accommodate the dogs if the Board changes the policy in the CPM.

Board Options:

- 1) Approve the revision to the CPM to allow dogs outside on the front patio at the Del Sol Clubhouse.
- 2) Approve any changes to the CPM Board discusses to allow dogs outside on the front patio at the Del Sol Clubhouse.
- 3) Do not approve the CPM any revisions to the CPM.

Staff Recommendation:

Option 1

Recommended Motion:

Move to approve the revision to CPM 1.2.6.H: "A standing exception to this policy exists at Del Sol Clubhouse where dogs on fixed-length leashes (no flexi leashes) may be permitted in designated outdoor areas. The GVR administration may occasionally create an exception to policy for a specific GVR-sponsored event or program."

Attachments:

- 1) CPM 1.2.6.H Redline and Clean

Redlined: 1.2.6. Uses of GVR Facilities

H. Only working ADA Service Animals are permitted in or on GVR property, aside from GVR programs or events. A standing exception to this policy exists at Del Sol Clubhouse where dogs on fixed-length leashes (no flexi leashes) may be permitted in designated outdoor areas. The GVR administration may occasionally create an exception to policy for a specific GVR-sponsored event or program.

Clean: 1.2.6. Uses of GVR Facilities

H. Only working ADA Service Animals are permitted in or on GVR property, aside from GVR programs or events. A standing exception to this policy exists at Del Sol Clubhouse where dogs on fixed-length leashes (no flexi leashes) may be permitted in designated outdoor areas. The GVR administration may occasionally create an exception to policy for a specific GVR-sponsored event or program.



Green Valley Recreation, Inc.
Board of Directors Regular Meeting
Finance Policy Recommendation

Prepared By: Scott Somers, CEO

Meeting Date: November 13, 2024

Presented By: Scott Somers, CEO

<p>Originating Committee / Department: Fiscal Affairs Committee (FAC) and Staff</p>
<p>Action Requested: Consider approval of the FAC recommended finance policies for inclusion in the Corporate Policy Manual (CPM)</p>
<p>Strategic Plan Goal: Goal 4: Cultivate and maintain a sound financial base that generates good value for our members.</p>
<p>Background Information: Since June of 2024, the FAC has reviewed, discussed, and made amendments to staff recommended changes to the corporate finance policies which are addressed in the CPM. During its October 15, 2024, meeting, the FAC recommended the Board of Directors consider approval of the amendments which are red-lined in the attachment.</p> <p>The FAC will next review and discuss staff recommended improvements to the Capital Improvement Project Policy and Process, which the Board adopted in 2023 as a pilot program. The Board will be asked to consider approval of these changes in early 2025.</p>
<p>Fiscal Impact: No cost associated with implementation</p>
<p>Attachments: 1) Redlined CPM Finance Policies</p>



CORPORATE POLICY MANUAL

Version 2024.13

February 28, 2024

Style Definition: List Paragraph: Don't add space between paragraphs of the same style, Line spacing: Multiple 1.08 li, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1.75" + Indent at: 2"

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**GREEN VALLEY RECREATION, INC.
CORPORATE POLICY MANUAL**

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- the trustees of the trust immediately prior to the transfer.
2. A person or legal entity who acquires ownership of a legal or beneficial interest of the GVR property resulting from death, sells it within six (6) months of the date of death will be exempt from the Membership Change Fee (and Transfer Fee) provided they do not elect to utilize the facilities or have Tenants in the property who wish to utilize the facilities.

B. The Membership Change Fee shall be refunded if the following apply:

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1. A Member has owned and occupied a GVR property within 365 days of transfer of title, provided that the Member demonstrates that she/he has moved from one owner-occupied primary GVR residence to another owner-occupied primary GVR residence and has presented GVR with background material showing this was a change in primary residence.
2. The Member(s) has owned and occupied the GVR property being sold for at least one (1) year.
3. A tenant card has not been issued on the property within the twelve (12) months immediately prior to the sale of the owner-occupied property.
4. The Member(s) submit a refund request for the Membership Change Fee. GVR will review the property transaction details to confirm ownership and eligibility for both properties. Refunds will be processed upon verification.

C. Revenue from the Membership Change Fee may be used as will most effectively further the general purpose of The Corporation to provide for current and future needs. A portion of the revenue from Membership Change Fee is to be used to fund contributions to the Initiatives Reserve Fund as determined by the Board.

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1.1.7 Other Fees

A. A fee for service is payment for the work involved in an operation that benefits individual members, as distinct from the entire membership. Cost recovery is based on direct costs, including personnel costs specifically related to delivery of service.

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1. The Board has established fees for services:
 - a. **Transfer Fees:** There shall be a charge for the processing of the documents upon a change in the title of a membership property.
 - b. **Tenant Fees:** Upon application, tenant cards shall be issued to a person leasing GVR membership property. There will be a charge for a tenant card.
2. The authority to establish and modify operational fees is delegated to GVR Administration as part of the ongoing

day-to-day management of the organization. Such fees fall in the following broad categories.

- a. **Programmatic Fees:** These fees are established to provide cost recovery of direct expenses related to entertainment, participation, and instructional programs.
- b. **Facility Fees:** These fees are established to provide cost recovery related exclusively to the use of facility space and/or equipment by outside groups and member usage beyond the basic services of GVR. Such fees include, but are not limited to, reservations, time incremental facility usage, equipment, custodial, technician, and catering. Damage deposits are required.
- c. **Administrative Fees:** These fees are established to provide cost recovery for miscellaneous services provided to members and outside parties. Such fees include but are not limited to, photocopying, facsimile, computer, facility keys, card replacement and publications.
- d. **Processing Fees:** These fees are established to provide cost recovery for labor and overhead generated through business transaction to members and outside parties. Such fees will be attached to all transactional business including, but not limited to, member dues, programs, instructional courses, and rentals.

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Commented [SS1]: Inconsistent with 1.2.9.A since it says Board approves such facility fees. Recommend maintaining this language and amending 1.2.9.A

1.1.8 Member Payment Transactions

Member payment transactions, such as Credit card transaction/service fees are subject to a processing fee.

Commented [SS2]: Change approved by the Board

SECTION 2 - USE OF GVR FACILITIES

1.2.1 Identification Cards

- A. It is the policy of GVR that each authorized user of GVR facilities be issued a GVR membership identification card (ID) as set forth herein.
 1. An ID card shall be issued to each GVR Member, each Assigned Member, each CRCF Resident, and each Life Care Member.
 2. A spouse of a GVR Member shall be issued an ID card unless the spouse has disclaimed interest in the property.
 3. If a GVR property is held in a trust, each trustee shall be issued an ID card unless the trust specifies otherwise.
 4. If a GVR property is owned by a corporation, LLC, or similar entity, an ID card shall be issued to up to two (2) officers or managing partners.
 5. Additional Card Holder:
 - a. Complimentary Cardholder ID: An ID card shall be

APPENDIX 1 – BOARD POLICIES

SECTION 1-5 - BUDGET DEVELOPMENT POLICY

Commented [S54]: Move to Part 5, Section 5

1.1.1 Objective

This Policy Statement provides the framework for annual budget development, review, and adoption. Included in this Statement are the budget development milestones and the recommended timetable for their completion to ensure that all necessary contributions and approvals are completed and on schedule.

The financial integrity and security of the organization is of the utmost importance. Resources should be used wisely to ensure adequate funding for services, programs, and facilities to meet the organization's present and future needs.

Written and adopted budget policies have many benefits, such as assisting the Board of Directors and the CEO in the financial management of the organization, saving time and energy when discussing financial matters, engendering member confidence, and providing continuity over time as Directors and staff members change. While these policies may be amended periodically, they will provide the basic foundation and framework for many of the issues and decisions facing the organization. They will promote sound financial management and assist in the organization's stability, efficiency, and effectiveness to accomplish the Strategic Plan, Mission, Vision, Goals and Objectives.

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1.1.2 Policy

A. References

1. Bylaws Article III Sections 1-5: Dues and Assessments
2. Bylaws Article VI Section 2: Limits of Authority and Indebtedness
3. Bylaws Article VII Section 4: Responsibilities of Officers
4. CPM Part 1 Section 1: 1.1.1-1.1.6 - Dues and Fees
- ~~5.1. CPM Part 5: Fiscal/Accounting~~
5. CPM Part 4 Section 1: 4.1.2 – Fiscal Authority
 - a. Bylaws Article III Section 1 above states: "Membership dues and operating and capital budgets shall be established by the Board of Directors."
6. CPM Part 4 Section 2: 4.2.1.A.2 and 3 - Responsibilities
- ~~7.1. CPM Part 4 Section 1: 4.1.2 – Fiscal Authority~~
~~Bylaws Article III Section 1 above states: "Membership dues and operating and capital budgets shall be established by the Board of Directors."~~
7. CPM Part 5: Fiscal/Accounting

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E. B. Schedule for annual budget preparation and approved annual Operating & Capital Budget implementation approval process (structured for a calendar year): Annually, staff will prepare a tentative budget calendar based on a required budget approval of no later than November 15 of each year. Once the annual operating and capital budgets receives Board approval, the CEO is authorized to execute the new budget within all existing policies and parameters.

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1. January/February:
 - a. CEO/staff will solicit any capital or operational needs from GVR Clubs and programs. A list of operational and capital needs will be developed. Staff will provide cost estimates for these projects.
 - b. Staff begin the annual Facilities Center Assessments process.
2. March:
 - a. The Planning & Evaluation (P&E) Committee reviews and prioritizes Club requests greater than \$2,500 for current Fiscal Year implementation. Projects less than \$2,500 are included in the Center Assessments. Clubs will be notified by P&E (or designee) of the status of their projects (either funded or unfunded).
3. April/May:
 - a. Staff prepare, prioritize and provide cost estimates for Center Assessments' maintenance and capital replacement project lists.
4. June/July:
 - a. CEO/staff prepare operations and capital budgets.
5. August/September:
 - a. Staff provides recommendations for Center Assessments' priorities from Center Assessments and Reserve Study. (maintenance and capital replacements)
 - b. P&E Committee considers 10 Year Strategic Master Plan projects for upcoming fiscal year.
 - c. FAC considers staff proposal for fiscal year operating budget, and schedule of dues and fees. After review, FAC will forward to the Board with the recommendation that the budget be accepted as presented.
 - d. FAC considers P&E Committee recommendations for new capital improvement projects from the 10 Year Strategic Master Plan.
 - e. Staff determines and notifies the P&E Committee of budget available for capital club requests for the following calendar year.
6. September/October:
 - a. The Board will approve the Schedule of Dues and Assessments; the Board reviews and approves annual operating and capital budgets.
 - b. The Board will have an approved budget available

for execution no later than November 15.
~~7.2. Approved Annual Operating & Capital Budget Implementation:~~
~~a. Once the annual operating and capital budget is approved, the CEO will execute the budgets within the overall budget totals. Any proposed additions to the annual budget after approval by the Board will be forwarded to the Board for authorization prior to execution.~~

Commented [SS5]: See 1.1.3 Limitations

C. Balanced Operating Budget

GVR shall annually adopt a balanced budget where operating revenues are equal to, or exceed, operating expenditures. ~~Any increase in expenses, decrease in revenues, or combination of the two that would result in a budget deficit will require revision, rather than spending unappropriated surpluses or designated contingencies to support ongoing operations. Any year end operating surpluses will either remain in the Operations Fund, be transferred to a Reserve Fund, or will be available for "one-time only" expenditures. Decreases in spending should be placed in the following order when cutback or contingency plans are necessary:~~

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- ~~1. Non-Reserve Capital Projects~~
- ~~2. Nonessential hiring for staff vacancies~~
- ~~3. Other Nonessential expenses~~
- ~~4. Training and travel Expenses~~
- ~~5. Decreases in transfers to reserve accounts, with Board approval~~

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D. Budget Document

The Operating and Capital Budgets shall serve as the annual financial plan for the organization. They will serve as a policy document of the Board of Directors for implementing Board goals and objectives.

The budget will focus on policy issues and will summarize expenditures.

Multi-year revenue and operating cost projections shall be prepared and included in the Budget Document to identify impact on resources.

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1.1.3 Limitations

- A. The CEO is guided by references cited in the Policy Statement in developing dues and assessments. These should not be exceeded unless approved by the Board.

- B. The CEO is guided by the development process cited in ~~Appendix I~~ Section 1:1.1.2. ~~From time to time the CEO will apprise the Board of the status of the budgets being developed.~~
- C. Once approved by the Board, the CEO ~~may~~ will execute the annual budgets within the overall budgeted amount. ~~In no case may total expenditures of a particular fund exceed that which is appropriated by the Board of Directors without a budget amendment.~~
- D. The CEO may shift amounts between line items within the Board-approved Operations Budget to meet current or anticipated needs. Any line item that is decreased or increased by more than 15% or \$15,000, whichever is greater, ~~should~~ shall be reported to the Board.
- E. The status of Reserve Funds will be reported in the annual budget development process. After Board approval, Reserve Funds will be an integral part of GVR budget development. With the exception of the MRR-A Fund, capital line items require a budget amendment to exceed Board appropriated amounts. ~~The CEO is encouraged to bring the most appropriate funds and their execution forward for approval.~~

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SECTION ~~2-1~~ - GVR FACILITIES POLICY STATEMENT

1.2.1 Resolution

- A. **WHEREAS**, Green Valley Recreation, Inc. (GVR) recognizes that planning and development of all GVR facilities and dedicated space is predicated on 'Peak Season' use; and
- B. **WHEREAS**, The Corporation also acknowledges that all of its facilities and dedicated space were established with great intention and financial commitment for sanctioned GVR Club, sport, and other activities 'that enhances the quality of our members' lives' (*from GVR Mission Statement*); and
- C. **WHEREAS**, periodic review of member facilities and dedicated space use is strategically important to ensure that member needs are consistently met; and
- D. **WHEREAS**, any re-appropriation or rededication of existing spaces or facilities can only occur when circumstances of markedly diminished use or need for affected facilities can be clearly demonstrated.
- E. Therefore, Be It Resolved, It is the Policy of GVR:
 - 1. To not repurpose or expropriate existing facilities and previously dedicated space without prior consultation with and proper notification to affected membership stakeholder groups;
 - 2. To consider repurposing facilities and dedicated space when, in the determination of the Board, there is sufficient documented decline in usage over the course of several