



AGENDA

Nominations & Elections Committee

Thursday, August 8, 2024
10am
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: Barbara Blake (Chair), Candy English, April Hasson Hillard, Betsy Walton, Nanci Moyo (Administrative Supervisor/Liaison)

Agenda Topic

1. Call to Order / Roll Call - Establish Quorum

2. Approve Meeting Minutes: March 14 and May 9, 2024

3. Chair Comments

4. Business

- a. Set the Record Date for the Board of Directors Meeting in October
- b. Candidate Informational Session and Survey
- c. Review Director Candidate Application
- d. Comms Plan, Recruitment Flyers and Other Documents

5. Member Comments

6. Adjournment

Next Meeting: Thursday, December 12, 2024, WC Room 2/Zoom, 10am-11:30am



MINUTES

Nominations & Elections Committee

Thursday, March 14, 2024, 10am
WC Room 2 / Zoom

Committee: Beth Dingman (Chair), Bev Lawless, Marilyn Querciagrossa, Lou Sampson, Sandra Thornton, Scott Somers (CEO), Nanci Moyo (Administrative Supervisor/Liaison)

Board Attendee: Kathi Bachelor

Visitors: 2

- 1. Call to Order/ Roll Call – Quorum:** Chair Dingman called the meeting to order at 10:03am MST. A quorum of committee members were present.
- 2. Approve Meeting Minutes: February 8, 2024**
Approval of the February 8, 2024 was unanimous.
- 3. Chair Comments**
 - The N&E Committee was active this year and had many good accomplishments including: reduced the election timeline slightly, changed the forum questions, worked on promoting committee membership, and working with staff to promote more election awareness.
 - Congratulated and thanked the N&E Committee for all they did and for participating on the committee.
 - The Board election will be over at 4pm today and results will be given to N&E Chair to pass on to the Secretary of the Board, who passes them onto the Board. The N&E Committee will be notified from Chair Dingman. The election results will go to the membership in the eblast and to the public in a press release today after 4pm.
- 4. Business**
 - a. Review and Approve Timeline for 2025
 - Timeline for 2025 is set on the same schedule as the 2024 timeline.
 - Keep the forums during the voting period, not before voting begins. The first forum is scheduled for February 20, Thursday, at 4pm, and the second forum February 26, Wednesday at 5pm.
 - Keep Board applications online year-round. Send out in the Eblast on November 22 and 29 a Special Notification of the election timeline and Board application deadline being December 19.
 - b. Review N&E 2022/23 Year-End Report
 - Suggestions for the YouTube interviews: Limit candidate answers on the YouTube interviews to three minutes and keep the interviews to around

- 12-15 minutes each. Provide transcripts for the interviews.
- Improve the Candidate Orientation by having staff provide the information primarily.

c. Review of N&E 2023/24

- Priorities Accomplished for 2023/24
 - ✓ Moved election up – started a week earlier than last year
 - ✓ Established forum format
 - ✓ Improved communication with members regarding voting
 - ✓ Promoted committees through greater visibility at the Showcase
 - ✓ Encouraged Green Valley News to publish interviews
- Specific Committee Requests
 - ✓ Revise N&E Responsibilities outlined in CPM
 - ✓ Greater visibility on GVR elections on GVR platforms: Eblast, Facebook
- Recommendations from Staff
 - ✓ Have another staff member from the Leadership Team, Kris Zubicki, participate in the election process.
 - ✓ Work on Paper Ballot process. Ask Vote-Now if they can overnight the ballots in envelopes and staff mails from Green Valley.
 - ✓ Voting at the Kiosks in the center should be the last week of voting.

d. Approval of Year-End Report

- There was consensus of support from the N&E Committee on the Year-End Report

e. Tasks for 2024/25

- Tasks for Next Year 2024/25
 - ✓ Make candidate applications available all year
 - ✓ Continue to find ways to promote committee participation
 - ✓ Continue to find ways to promote application for Board candidacy
 - ✓ Promote the Green Valley Library computers that people could use for voting
 - ✓ Look at adding to the CPM recruiting for committees to the N&E responsibilities and begin the process in May looking at the data of how many applications came in the previous year to consider a recruiting process

5. Member Comments: Comments were made during the meeting. Compliments were given to the Chair Dingman and the committee for what they have done this year.

6. Adjournment

The meeting was adjourned at 11:25am.

Next Meeting: Thursday, May 9, 2024, WC Room 2 / Zoom, 10am-11:30am



MINUTES

Nominations & Elections Committee

Thursday, May 9, 2024, 10am
WC Room 2 / Zoom

Committee: Barbara Blake (Chair), Candy English, April Hasson Hillard, Betsy Walton, Nanci Moyo (Administrative Supervisor/Liaison)

Board Director: Nellie Johnson

- 1. Call to Order/ Roll Call – Quorum:** Chair Blake called the meeting to order at 9:57am MST. A quorum of committee members present.
- 2. Approve Meeting Minutes: March 14, 2024**
The Minutes for March 14, 2024 were not addressed and will be put on the September 12, 2024, meeting for consideration.
- 3. Chair Comments**
 - Thanked the members for volunteering to be on the committee.
 - Board Director recruitment can be done by asking members whenever possible and if members are not interested being a Board Director suggest they serve on a committee.
 - Seeking committee members is ongoing and the committee application is online for people to fill out if interested.
- 4. Business**
 - a. Introduction of Committee Members
 - Each committee member introduced themselves and reasons for being on the committee.
 - b. N&E Charge from the Corporate Policy Manual (CPM)
 - The committee members were brought up to speed on the N&E Committee and its responsibilities or charge found in the CPM.
 - c. Election Timeline
 - The timeline was reviewed highlighting the parts that affect the N&E Committee: Candidate Information Session; candidate application opening and closing; petition process and dates; candidate orientation; two forums for candidates to present to members; election period; and process at the end of elections.
 - d. Committee Action Plan
 - Add "Committees" to bullet number 2 to state "Recruit Board and Committee Candidates."
 - Change on bullet 7 the word "Promotion" to "Recruiting."
 - Change on bullet 8 from "Mail In" to "Paper."

MOTION: Hasson Hillard moved, Walton seconded to approve the

**Committee Action Plan and bring before the Board of Directors at the May meeting for approval.
Passed: unanimous**

5. Member Comments: 0 comments

6. Adjournment
The meeting adjourned at 11:28am MST.

Next Meeting: Thursday, September 12, 2024, WC Room 2 / Zoom, 10am-11:30am

DRAFT



Green Valley Recreation, Inc.
Nominations & Elections Committee

Proposed Record Date

Prepared By: Nanci Moyo, Admin. Sup.

Meeting Date: August 8, 2024

Presented By: Barbara Blake, Chair

| |
|--|
| <p>Originating Committee / Department: N&E</p> |
| <p>Action Requested: Set a record date of January 27, 2025, to recommend to the Board of Directors for approval at the October 23, 2024, Regular Meeting.</p> |
| <p>Strategic Plan Goal: GOAL 5: Provide sound, effective governance and leadership for the corporation</p> |
| <p>Background Justification: Every year the Board of Directors approves the record date provided by the N&E Committee or choose another date to be approved. The CPM states: Recommend to the Board a record date to determine the eligible roster of voting members which shall be no more than thirty (30) days prior to the election. If the Board fails to set a record date, the record date shall be the date of ballot delivery.</p> |
| <p>Recommended Motion: Move to recommend to the Board of Directors the record date of January 27, 2025, and to be approved by the Board at the October 23, 2024, Regular Meeting.</p> |



Green Valley Recreation, Inc.
Board of Directors Meeting

Candidate Informational Session and Survey

Prepared By: Nanci Moyo, Admin. Sup.

Meeting Date: August 8, 2024

Presented By: Barbara Blake, Chair

| |
|--|
| <p>Originating Committee / Department: N&E</p> |
| <p>Action Requested: Discuss the Candidate Informational Session and the possibility of a survey for gathering information on the effectiveness of the session and any suggestions for improvement.</p> |
| <p>Strategic Plan Goal: GOAL 5: Provide sound, effective governance and leadership for the corporation</p> |
| <p>Background Justification: Each year a Candidate Informational Session is held for members interested in running for the Board of Directors. N&E will come up with a format and who should provide information.</p> |
| <p>Staff Recommendation: Staff suggests renaming this event to "Open House." Members interested in running for the Board of Directors and being on a committee are welcome to come.</p> |



**GREEN VALLEY RECREATION, INC.
2025 ELECTION OF DIRECTORS
CANDIDATE APPLICATION**

THREE YEAR TERM OF OFFICE ♦ MARCH 2025 – MARCH 2028

CANDIDATE ELIGIBILITY

In order to run for election to the GVR Board of Directors, a candidate must be a GVR Member in good standing at the time of their application/nomination (Article II, Section 7.B.) or an Assigned Member (Article II, Section 2.B.). A GVR Member is defined as the record holder of legal title to a GVR Property, including a person who holds title in joint tenancy, tenancy in common or as community property. If a property is owned by a trust, the trustee is a GVR Member unless otherwise designated in the trust. An Assigned Member is an individual who occupies a GVR Property without paying rent and has been assigned membership rights by the owner(s) of such property.

The 2025 Membership voting runs from February 19 through March 13, 2025, 4pm MST.

The Candidate is expected to attend the following meetings:

Candidate Orientation: January 21, 2025, 10am – Noon, West Center, Room 2

Candidate Forums: An occasion for members to ask questions of candidates.

- February 20, 2025, 4pm at West Center Auditorium
- February 25, 2025, 5pm at West Center Auditorium

Board of Directors Meeting: An opportunity to meet and greet Members.

- February 26, 2025, 2:00pm, West Center Auditorium
- 30 minutes following the adjournment of the Board Meeting

Candidate Interviews will be videotaped and published on the GVR website.

Submit Application:

Attach in an email to NanciM@gvrec.org or

Printed Application at GVR Administrative Offices, 1070 S. Calle de las Casitas

Attn: Nanci Moyo, Administrative Supervisor

Any questions contact NanciM@gvrec.org / 520-838-0144

Submission Deadline: Thursday, December 19, 2024, 4:00pm MST

Note: This document (with the exception of contact information) will be published by GVR to inform Members of the background and qualifications of individuals who are seeking a position as a Board Director.

(PRINT CLEARLY AND ANSWER ALL QUESTIONS WITH A LIMIT OF 150 WORDS PER ANSWER)

Full Name: _____

Address: _____

Telephone number (with Area Code): _____ Email address: _____

GVR Member Number: _____

Member of GVR since: Month ____/ Year _____

Please indicate your understanding/agreement to the following by checking the boxes:

- Board of Directors is a three-year term.
- Board communications is handled through email and GVR website (Board Secured Site), and meetings can be via Zoom.
- If elected, I agree to attend all Director trainings.
- If elected, I agree to put the Corporation's interest above any special interest group.
- I agree to participate in a brief candidate video interview that will be published on the GVR website.

1. Time commitment can vary significantly depending upon the business before the Board and a Director's committee participation. Typically, the Board and committees hold regular meetings once a month or quarterly, but additional meetings can be scheduled. Are you able to make this type of time commitment?

2. What best describes your motivation for joining GVR Board of Directors?

3. Please list any other boards, committees, task forces or volunteer activities in which you have participated in the last ten years.

Candidate Application for GVR Director

4. Briefly explain how your education and/or previous life experiences will be beneficial to you as a Director.

5. Describe your use of GVR facilities and participation in GVR activities in the past two years and how your GVR involvement has prepared you to serve on the Board of Directors.

6. What changes would you like to see made within GVR over the next 5 years?

By submitting this application, I attest that I am a Member in good standing of Green Valley Recreation, Inc., and I agree to allow GVR to publish information about me, with the exception of contact information, as provided herein.

Signature _____ *Date* _____



Green Valley Recreation, Inc.
Board of Directors Meeting

Last Year Communication Plan and Recruitment Flyer

Prepared By: Nanci Moyo, Admin. Sup.

Meeting Date: August 8, 2024

Presented By: Barbara Blake, Chair

| |
|---|
| <p>Originating Committee / Department: N&E</p> |
| <p>Action Requested: Informational: Last year communication plan. Discuss: Recruitment Flyer and other documents.</p> |
| <p>Strategic Plan Goal: GOAL 5: Provide sound, effective governance and leadership for the corporation</p> |
| <p>Background Justification: Inform the N&E Committee on the Communication Plan and what to expect to help the N&E make further decisions on recruitment. Along with providing a possible flyer and other documents that may help the N&E with recruitment.</p> |
| <p>Attachments:</p> <ol style="list-style-type: none"> 1) 2024 Communication Plan (not current) 2) Proposed Recruitment Flyer 3) Board Director Position Description |

| 2024 Election Comms Plan | | | | | Updated 10.10.23 |
|--------------------------|--|---|---|---------------------|---|
| Date | Milestone or task | Audience | Message | Owner | Collateral |
| 2-Oct | Branding | | | Barb, Katherine | Logo, Bulletin Header, icons, artwork from Melina |
| 6-Oct | Eblast Announcement until Nov.3 | All members | Recruit candidates, invite to briefing | Katherine | |
| 6-Oct | Flyers for GVR bulletin boards | All members | Recruit candidates, invite to briefing | Barb | |
| 6-Oct | Promotion on REACH digital displays | All members | Recruit candidates, invite to briefing | Barb | |
| 14-Oct | Quarter page in Community Quarterly | Green Valley | Recruit candidates, invite to briefing | Barb | |
| 18-Oct | GVR Now promotion | All members | Recruit candidates, invite to briefing | Barb | |
| 2-Nov | Create Election 2024 webpage Timeline | All members, prospective candidates | | Katherine, Conal | Candidate Application |
| 3-Nov | Eblast announcement | All | Direct members to webpage | Katherine | |
| | GVR Now ad | All | Run for the board | Barb | November GVR Now |
| | Post paper and digital bulletins | All | | Katherine | Bulletins |
| | Social media | All | | Katherine | |
| | Add elections page link to kiosks | All | | Katherine, Conal | |
| | Inform staff via bulletin | All | | Nat | |
| | Press release | | | Katherine | |
| 9-Nov | Candidate Information Session | Prospective candidates | WC Room 2, 10am | Nanci | |
| 4-Dec | Candidate Applications available | Candidates | | Nanci | |

| | | | | | |
|--------|---|------------------------|------------------|--------------------------------|-------------------------|
| 5-Dec | Meet with Nanci | GVR members | AO meeting room | Nanci, Barb | Ballot form |
| 5-Dec | Candidate application posted | | | Nanci | |
| 21-Dec | Candidate applications due | | | | |
| | Remove application from website | | | Katherine | |
| 22-Dec | Announce slate of candidates | Special bulletin | | Barb | |
| 2-Jan | Add link to petition packet to webpage | Prospective candidates | | Nanci | Petition packet |
| | Eblast announcement | | Petition process | Katherine | |
| | Press release | | | Katherine | |
| | Facebook | | | Katherine | |
| | | | | | |
| | | | | | |
| 6-Jan | Begin comms campaign regarding record date | All | Pay your dues | Barb, Katherine | |
| 9-Jan | Draft ballot due to attorney | internal | | Nanci, Barb | |
| | | | | | |
| 16-Jan | Petitions due by 4pm | | | Nanci | |
| | Remove petition from website | | | Katherine | |
| 22-Jan | Board candidate orientation | Candidates | | N&E | |
| 23-Jan | Last day for candidates to withdraw | Candidates | | Nanci | |
| 26-Jan | Annual meeting announcement and ballot to N&E | All members | Get out the vote | Nanci, Beth Dingman, Katherine | Announcement and ballot |
| | | | | | |
| 26-Jan | Slate of candidates announced | | | N&E | |
| | Post candidate pics and responses to website | All members | | Katherine | Compiled app responses |
| | Facebook | | | Katherine | |
| | | | | | |
| | | | | | |
| 1-Feb | Print materials to Vote Now | | | Nanci | TIGHT TURNAROUND |
| | | | | | |
| 1-Feb | GVR Now special edition | All | | Katherine | |

| | | | | | |
|--------|--|--------|---------------------|---------------------------------|---|
| | Begin election process education campaign: Eblast, website, staff bullie, centers, Facebook, GVR Now | Voters | Know what to expect | Katherine, Barb | Voters pamphlet, paper bulletins, digital media |
| | | | | | |
| 10-Feb | No radio for 2024 | Voters | Get out the vote | Not doing radio spots this year | |
| | | | | | |
| 21-Feb | Voting begins-Meeting notice emailed and mailed to all members | Voters | Vote, plz | Nanci | |
| | Facebook Post | | | Katherine | |
| | | | | | |
| 28-Feb | Meet and Greet before BOD meeting | | | Nanci | Voters pamphlets |
| | | | | | |
| 14-Feb | Candidate forum | Voters | WC, 10am | N&E | Voters pamphlets |
| 21-Feb | Candidate forum | Voters | WC, 5pm | N&E | Voters Pamphlets |
| | | | | | |
| 14-Mar | Election ends: Announce winners | All | | Nanci, Bart | |
| | Eblast, Facebook | | | Katherine | Digital media |
| | Press release | | | Katherine | Press release |
| | | | | | |
| 1-Apr | GVR Now: New board introduced | | | Katherine | GVR Now |



Shape the Future of GVR

The GVR Nominations and Elections Committee is looking for enthusiastic members to volunteer to run for the Board of Directors or Board committees. Share your skills, knowledge, and ideas to help shape the future of GVR.

Open House with Refreshments

- GVR West Center Room 2,
- Wednesday, November 6
- 10am

Meet current Board Directors and Committee members to learn about these important roles and discover how you can contribute to the community.

Questions? Contact Nanci Moyo at NanciM@GVRec.org or call 520-838-0144.





Shape the Future of GVR

The GVR Nominations and Elections Committee is looking for enthusiastic members to volunteer to run for the Board of Directors or Board committees. Share your skills, knowledge, and ideas to help shape the future of GVR.



Open House with Refreshments

GVR West Center Room 2, Wednesday, November 6 at 10am

Meet current Board Directors and Committee members to learn about these important roles and discover how you can contribute to the community.



Personal Information

Name: _____ Phone or email: _____

Volunteer Opportunities

Find the applications at GVRec.org, go to the Governance tab, and choose Election Information

Yes, I'll run for the GVR Board of Directors

Yes, I'm interested in being a GVR committee member



Please return this form to Nanci Moyo at NanciM@GVRec.org or call 520-838-0144.



**POSITION DESCRIPTION
GREEN VALLEY RECREATION BOARD OF DIRECTORS**

JOB TITLE: Director

POSITION SUMMARY: The Director is elected to the Board position by the GVR members and serves a 3-year term. The Board's main functions are the development of policies that encompass the values and mission of the organization and to plan for the organization's future.

BOARD MEMBER'S RESPONSIBILITIES:

- Become familiar with the Bylaws and the current Policy Manual of GVR.
- Evaluate policies and progress toward achievement of all established goals.
- Work to ensure that the financial integrity of the organization is maintained at all times.
- Review the Executive Director's performance, annually, and when needed, select an Executive Director.
- Read all information provided by Board and Staff, especially the monthly financial statement.
- Ensure that a communication link with the GVR members are maintained and continually evaluated.
- Support the majority opinion taken by the Board on any and all issues.
- Refer all day-to-day operational questions &/or member requests to the Executive Director.
- Refer all media inquiries to the Board President.

QUALITIES & CHARACTERISTICS OF A BOARD MEMBER:

- Develops pro-active leadership skills.
- Exhibits flexibility and is tolerant of dissent.
- Practices communication and listening skills.
- Demonstrates moral courage (will take a stand).
- Is a team player.
- Sees and grasps the big picture (visionary).

COMMITMENT:

- Serves a three (3) year elected term
- Attends monthly Board meetings and monthly Board Work Sessions.
- If asked by the President, you must serve as a Chairperson of a Board Committee.
- Serve as an Officer of the Board if nominated and elected by the Board.
- Serve each year on possibly two (2) committees of the Board