

# ANNUAL REPORT OF THE POLICY & PROCEDURES COMMITTEE

## *2017-18 Successes and Challenges*

**Bonnie Ann Dowd, Committee Chair**

### The 2017-18 Year in Review and Primary Tasks in 2018-19:

**Committee Composition and Meetings:** The PPC is currently comprised of 3 members and is staffed by the Executive Director of ACCCA. Bonnie Ann Dowd serves as Chair of the Committee and its members include Board Members, Wyman Fong and Janet Lyle.

In 2017-18 the committee met several times via Conference Call to continue the work started with the Strategic Plan in 2016 as it relates to the organization's structure and fiscal viability. The primary focus of the workgroup was to distinguish between governance and operational matters and primary responsibility for each.

**Key Action Items in 2017-18:** Immediately following the 2017 planning meeting, the PPC went to work. The following priorities were addressed:

- *Oversaw the endorsement of ACCCA's 501 c 6 status.* Worked with the Executive Director to confirm with both the state and federal administrations. Documentation confirming this status is on file in the ACCCA office. Processes are now built into the Operating Manual to facilitate regular re-certification of this status.
- *Finalization of the Association's Constitution and By Laws.* Both documents were reviewed and updated in order to separate operational functions from those of the Board and edited versions were approved by the Board in June 2017. The Constitution was provided in its final form to the members for a vote at the annual conference in February 2018 and was approved. Both updated versions, along with the public facing Strategic Plan now reside on the Association's web site.
- *Reviewed operating policies and processes.* Based on the committee's recommendation, the original Operations Manual is now in two separate and distinct forms. The first, a *Board Policy and Process Manual* is provided in Board Docs materials for review and consideration. The committee seeks Board approval with the understanding that any new or revised policies or substantial change to intent come back to the Board for concurrence going forward. Also provided is the operating manual framework. This document is a product and function of administration and is vetted by the PPC for advisory input, accuracy, and completeness. It is provided as an information item in Board materials. The work to review and advise the Executive Director on elements in both documents will continue and is ongoing.
- *Developed new Policy for Annual Paid Leave.* The committee also took up the issue of reviewing the existing paid leave (vacation) policy and process for staff at the request of

the Executive Director and the Board. The goal was to address the growing financial liability that accumulating paid leave was causing, and to appropriately reflect ACCCA's liability on all future annual financial reports. The committee provided a first-read draft document to the Board in March 2018 and has provided a final proposal in Board materials for action at the annual planning retreat meeting.

The revised proposal includes implementation processes to accrue paid vacation leave incrementally and monthly, instead of at the start of the fiscal year as has been past practice. The accrual of paid vacation leave has been discussed with the Board Finance Committee and external independent CPA firm.

- *Reviewed Guidelines for Regional Events.* Along with the issue of paid leave for staff, the Committee was asked to review and comment on the proposed guidelines for Regional Events facilitated by the Association. Based on a draft provided to the committee by staff, several revisions were recommended which have been incorporated into the draft which is provided in the Board docs for review and comment at the upcoming June Board meeting.

**2018-19 Goals and Objectives:** The committee looks forward to continuing to work along with staff to improve on the documents already developed through a process of quarterly review meetings and to address any additional issues as they arise from adjustments to the current Strategic Plan and in course of operations throughout the year.