

VERDE VALLEY ARCHAEOLOGY CENTER

OPERATIONS AND POLICY MANUAL



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Table of Contents

Section 1: Introduction	1
Section 2: Mission and Planning	2
2.1 VVAC’s Mission	2
2.2 Fulfilling the Mission	2
2.3 Core Organizational Strategies	3
Section 3: Financial Stability.....	4
3.1 Basis of Accounting	4
3.2 Internal Controls	4
3.2.1 Revenue Recognition for Donations	4
3.2.2 Revenue Recognition for Grants	5
3.2.3 Revenue Recognition for Volunteer Services	5
3.2.4 Revenue Procedures	6
3.2.5 Expense Recognition and Procedures	6
3.2.6 Functional Classification of Revenue and Expenses.....	7
3.2.7 Bank Reconciliations.....	7
3.2.8 Physical Security	7
3.3 Budgeting/Forecasting.....	8
3.4 Financial Condition	9
3.5 Fiduciary Responsibilities	9
3.6 Financial Instruments.....	9
3.7 Check signing authority	10
3.8 Board Members and Fundraising	10
3.9 Financial Reporting	10
3.10 Audit.....	11
3.11 Tax Compliance.....	11
3.12 Payroll.....	12
3.13 Purchases & Procurement.....	12
3.14 Petty Cash.....	13
3.15 Employee/Volunteer Expense Reimbursements	13
3.16 Travel Expenses.....	13
3.17 Capital Equipment	14
3.18 Depreciation Schedule.....	14
Section 4: Leadership and Organizational Structure	15
4.1 Memberships	15
4.2 Classes of Membership.....	15
4.3 Role of the Board of Directors	15
4.4 Board Member, Staff and Volunteer Code of Ethics.....	15
4.5 General Expectations of Individual Board Members	16

4.6 Meetings	16
4.7 Board Media	17
4.8 Role of the President	17
4.9 Role of the Vice-President.....	17
4.10 Role of the Secretary	17
4.11 Role of the Treasurer	18
4.12 Emergency Powers	18
4.13 Annual General Meeting	18
4.14 Directors Term of Office	19
4.15 Annual Report.....	19
4.16 Committee Structure.....	19
4.17 Attendance at Board and Committee Meetings	20
4.18 Role of the Executive Director	20
4.18.1 Primary Responsibilities.....	20
4.18.2 Executive Limitation Statement.....	21
4.18.3 Communication and Counsel to the Board	22
4.19 Role of the Director of Archaeology	22
4.19.1 Primary Responsibilities.....	22
4.19.2 Archaeologist Limitation Statement.....	23
Section 5: Conflict of Interest Policy	24
5.1 Purpose	24
5.2 Definitions	24
5.3 Procedures	25
5.4 Records of Proceedings	26
5.5 Compensation	26
5.6 Annual Statements.....	26
5.7 Periodic Reviews	27
5.8 Use of Outside Experts.....	27
Section 6: Collections Stewardship	28
6.1 Collections Stewardship Policy.....	28
6.2 Acquisitions and Accessioning.....	28
6.3 Criteria for Acquisition.....	28
6.4 Donated items.....	29
6.5 Archaeological Research Collection Submittals	29
6.6 General guidelines for processing permanent collections	30
6.7 Use of Collections	30
6.8 Conditions for Temporary Custody of Objects and/or Specimens.....	31
6.9 Integrated Pest Management Program.....	32
6.10 Pest Management Housekeeping.....	33
6.11 Exhibit Case Inspection and Cleaning.....	33
6.12 Humidity Controls	34
6.13 Maintain building envelope.....	34

6.14	Passive methods of control	35
6.15	Active methods of control	35
6.16	Lighting	36
6.17	Dust and Gaseous Air Pollution	36
Section 7: Education and Interpretation		38
7.1	General Philosophy.....	38
7.2	Aims & Objectives	38
7.3	Public Programs	38
7.4	School Programs.....	39
7.5	Special Events & Exhibits	39
7.6	Special Interest Groups.....	39
Section 8: Facilities and Risk Management.....		40
8.1	Types of Disasters and Occurrences	40
8.2	Major Disasters.....	40
8.3	Areas at Risk.....	40
8.4	Areas of Concern	40
8.5	Steps to Minimize the Level of Personal Risks	41
8.6	Procedures in Response to Threat, Emergencies and Disasters.....	41
8.7	Training	41
8.8	Security system.....	42
8.9	Maintenance	42
Section 9: Collections Stewardship.....		43
9.1	Preventative Conservation.....	43
9.2	Collection Access and Protection	43
9.3	Insurance.....	44
9.4	Storage Areas.....	44
9.5	Conservation Treatments	44
Section 10: Records Retention Policy and Schedule		45
10.1	Introduction	45
10.2	Document Destruction.....	45
10.3	Compliance.....	45
10.4	Additional Instructions	45
10.5	Records Applicable to All	46
10.6	Board of Directors Records	46
10.7	Administrative Records	46
10.8	Finance Records	47
10.9	External Affairs Records	48
10.10	Museum Collections Records.....	48
10.11	Library Records	49
10.12	Archaeology Records	49
Section 11: Human Resource Policies		50
11.1	Human Resources	50

11.2 General.....	50
11.3 Application for Employment	50
11.4 Probationary Periods	51
11.5 Performance Review	51
11.6 Hours Worked.....	51
11.7 Remuneration and Holidays	51
11.8 Professional Development for Staff.....	52
11.9 Travel and Expense Claims	52
11.10 Sick Days and Leave	52
11.11 Employee Limitations	52
11.12 Executive Director Duties	52
11.13 Health & Safety	53
11.14 Anti-discrimination Policy	53
11.15 Board and Executive Director Discrimination Responsibilities	53
11.16 Employee and Volunteer Discrimination Responsibilities	53
11.17 Harassment – Explanatory Notes.....	54
11.18 Sexual Harassment – Explanatory Notes.....	54
11.19 Procedure for Supervisory Staff.....	54
Section 12: Whistleblower Policy and Procedures.....	56
12.1 Reporting Responsibility	56
12.2 No Retaliation.....	56
12.3 Reporting Procedure	56
12.4 Compliance Officer	56
12.5 Accounting and Auditing Matters.....	57
12.6 Acting in Good Faith	57
12.7 Confidentiality	57
12.8 Handling of Reported Violations	57
Section 13: Community Relations.....	58
13.1 Community Involvement.....	58
13.2 Relations With Others	58
13.3 Access to Information.....	59
13.4 Volunteer Program	59
13.5 Recruitment	60
13.6 Training	60
13.7 Volunteer Recognition.....	61
Appendix A-1: Committees	63
Appendix A-2: Executive Committee	64
Appendix A-3: Membership Committee	65
Appendix A-4: Communications Committee.....	66
Appendix A-5: Nominations Committee.....	67
Appendix A-6: Education Committee	68
Appendix A-7: Building Committee	69

Appendix A-8: Collection Committee.....	70
Appendix A-9: Events Committee	71
Appendix B: Disclosure Statement	73

Section 1: Introduction

This policy manual provides the Board of Directors of VVAC with a reference guide to the Board's policies, practices, and procedures. Development of a manual is essential since the policy governance model requires that the only policies of the Board are those contained in the manual: 'unwritten and unofficial policies' will not exist.

All members of the Board of Directors shall be given an Operations and Policy Manual at the beginning of each year. Any questions that arise from the policies and procedures about the governance of the Center shall be addressed after the first meeting in which the handbook has been distributed.

As policies are created and revised, the policy creation and revision dates shall be tracked and noted on the bottom of each policy page in the manual or as otherwise deemed appropriate.

This Operations and Policy Manual is for the guidance of the five components of the organizational structure of the VVAC – Board, Staff, Committees, Volunteers and Members.

The manual is divided into the following sections.

1. Introduction
2. Mission and Planning
3. Financial Stability
4. Leadership and Organizational Structure
5. Conflict of Interest Policy
6. Collections Stewardship
7. Education and Interpretation
8. Facilities and Risk Management
9. Collections Stewardship
10. Records Retention Policy and Schedule
11. Human Resources Policies
12. Community Relations
13. Appendices

Section 2: Mission and Planning

The Verde Valley Archaeology Center and Center (hereafter called the Center) is an incorporated registered nonprofit public charity managed by a Board of Directors. The Center may by special resolution increase or decrease the number of Directors. No business of the Board shall be transacted except at a meeting of Directors at which a quorum of the Board (at least five Directors) is present. Where there is a vacancy or vacancies in the Board of Directors, the remaining Directors may exercise all the powers of the Board, so long as a quorum of the Board remains in office.

2.1 VVAC's Mission

The Verde Valley Archaeology Center's mission is to preserve archaeological sites and collections, to curate the collections locally, and to make them available for research and education; to develop partnerships with American Indians, cultural groups and the communities it serves; and to foster a deeper understanding of prehistory and American Indian history in the Verde Valley through the science of archaeology. This includes the following activities:

- a) Promoting interest in the archaeology of the Verde Valley region, to encourage an appreciation of and support for archaeological research;
- b) recording archaeological information by means of survey, excavation, and other proper forms of investigation; protecting archaeological sites from unnecessary or wanton destruction; encouraging the preservation of archaeological sites; and encouraging the conservation of artifact collections and their attendant documentation;
- c) encouraging a scientific attitude in the collection and study of artifacts; discouraging commercialism in the archaeological field and to work for its elimination;
- d) promoting the spread of archaeological knowledge through publications, meetings, and other educational programs;
- e) serving as a bond among those interested in the archaeology of the Verde Valley region;
- f) soliciting and providing financial and other material support to students, organizations, agencies, and institutions who share these purposes, thereby lessening the burdens of government.

2.2 Fulfilling the Mission

The Verde Valley Archaeology Center and Center strives to fulfill its mission through the following activities:

- a) To provide public programs including school programs, exhibitions, workshops, seminars, lectures, collections, and other related activities and events which enhance the role of the VVAC as a center of education and enjoyment for the general public;
- b) To research, record, and preserve the prehistoric sites of the surrounding region, as well as the history of the American Indians of the region;
- c) To print, publish, sell and distribute publications and literature of all kinds relating to the objectives and activities of the Center;
- d) To maintain and operate an archaeology library and gift shop in support of and as incidental to the attainment of the objectives of the Center and for the education and enjoyment of patrons;
- e) To receive and maintain funds for the furtherance of the Center's mission.

2.3 Core Organizational Strategies

To fulfill the above mission, the Center will pursue the following strategies, all of which have implications for structure, planning, and programming:

- a) Develop and maintain a large membership base that can increase organizational capacity, including financial.
- b) Develop significant and mutually beneficial relationships with like-minded organizations.
- c) Develop and maintain a broad, sustainable organizational funding base.
- d) Maximize the number and quality of educational programs and activities, emphasizing hands-on and field trip experiences.
- e) Establish and maintain high standards for the science of archaeology in the operation, programs and activities of the VVAC.
- f) To establish a Center for exhibiting and interpreting Center collections for the public

Section 3: Financial Stability

3.1 Basis of Accounting

The VVAC fiscal year is from October 1 through September 30. VVAC uses the cash basis of accounting through the fiscal year. Under the cash basis accounting, revenue is recognized when cash is received, and expense is recognized when cash is paid. End-of-year financial statements are prepared using the accrual basis of accounting. There are potential timing differences when VVAC recognizes revenues and expenses. These are:

Deferred Revenue: Revenue is recognized **after** cash is received.

Deferred Expense: Expense is recognized **after** cash is paid.

An example of Deferred Revenue is when registration for a class begins in one fiscal year but the class is conducted in the following fiscal year. The class fee would be recorded as “Unearned Revenue” in the current fiscal year. In the fiscal year of the class, a journal entry is made to recognize the unearned revenue as “Education Revenue.”

An example of Deferred Expense is when an invoice is received in one fiscal year for an event or service to be performed in the following fiscal year, such a room rental for a future meeting. If the invoice is paid in the current fiscal year it would be recorded as a “Prepaid Expense” in the current fiscal year. In the fiscal year of when the room rental is used, a journal entry is made to recognize the prepaid expense as “Room Rental Expense.”

3.2 Internal Controls

The organization employs several safeguards to ensure that financial transactions are properly authorized, appropriated, executed and recorded. The Board of Directors has authority to approve fiscal policies and is required to review them annually.

3.2.1 Revenue Recognition for Donations

When the VVAC receives a donation, the revenue is recognized when the donation is received. The VVAC maintains three revenue bank accounts based on the unrestricted, temporarily restricted, or permanently restricted nature of the donation. Donations for membership, classes, lectures or undesignated gifts are considered unrestricted net assets and are deposited into the Business Freedom Checking account.

A donation made specifically to the Capital Campaign is recognized as a temporarily restricted net asset and is recognized when the donation is received. The donation is deposited into the Capital Campaign checking account. Within QuickBooks, the Capital Campaign donation is entered into one of three subaccounts: Restricted, Unrestricted or Waterline. The Restricted subaccount contains donations earmarked for a specific item such as a park bench. The Waterline subaccount contains donations specifically earmarked for the waterline project. Other donations to the Capital Campaign, not specifically designated by the donor, are considered Unrestricted but can only be used for an expense associated with the development of the Homestead Property.

A donation to the Endowment Fund is recognized as permanently restricted net assets and is recognized when the donation is received. Such donations are regarded as “donor restricted” donations. These donations are deposited in the Endowment bank account.

3.2.2 Revenue Recognition for Grants

If the VVAC receives a government or foundation grant based on an application (e.g. for curation supplies), the grant income is considered a donation. When the VVAC receives a grant donation, the revenue is recognized when the donation is received and is deposited in the Business Freedom Checking account. However, in order to track expenditures a subaccount is created within QuickBooks, usually by the name of the grantor, such as “IMLS” or “Site Watch-Boynton.” Expenses are then drawn against the appropriate subaccount.

If the VVAC receives a grant in exchange (exchange transaction) for a service then the revenue would be recognized as earned. The determination as to when revenue is earned is dependent on the language in each specific grant. The following factors are indicative of an exchange transaction:

- There are economic penalties if the terms of the agreement are not met
- The grantor specifies the time and place of delivery of any goods or services
- The payment is calculated in a manner that provides a "profit margin" for the recipient
- The grantor receives a direct benefit from the payee (excluding any intrinsic benefit from helping the VVAC)
- The grant requires that the recipient provide the grantor with a specific service, facility or product rather than providing the benefit to the general public

If, for example, it is a cost-reimbursement grant (which is the most common) VVAC would recognize grant revenue equal to the amount of allowable expenses incurred. If the grant was for a fixed amount then VVAC would recognize revenue under the “percentage of completion” method. Under this method VVAC would recognize revenue based on the percentage of the project that has been completed. The percentage completion is a somewhat subjective determination that is often based on the project manager's estimation. The key factor is that VVAC must have a methodology in place for estimating the percentage of completion at the time the grant is received and that this methodology is followed consistently.

3.2.3 Revenue Recognition for Volunteer Services

There are situations where the VVAC can recognize the value of volunteer services. This is the case when the services create or improve upon a non-financial asset, such as flooring. If so, the revenue is recognized in the amount of the value of the hours contributed or via the change in fair value of the altered asset. Other services may only be recognized as revenue if all of the following criteria are met:

- Special skills are required
- The work is done by volunteers who have these skills
- The services would otherwise have to be purchased

3.2.4 Revenue Procedures

The VVAC maintains a Chart of Accounts – Income within QuickBooks. This list is reviewed periodically to maintain an accurate representation of organizational revenue.

- All checks received by mail or in the Gift Shop are assembled by the Office Manager who immediately stamps the reverse with the appropriate bank endorsement stamp (Checking, Capital Campaign or Endowment Fund). A copy of each check is made and paper clipped to the originals checks in preparation for deposit.
- Cash in the cash register is counted every Thursday. Any amount in excess of the established cash drawer maximum (“Cash Register Cash” in QuickBooks) is counted and prepared for deposit with any checks.
- The Office Manager completes the deposit slip, recording the cash amount and each check individually.
- Deposits are made by the Executive Director. The deposit receipt is attached to the check copies and given to the Office Manager for QuickBooks entry. The bank account to be debited and the revenue type to be credited will be provided by the Executive Director. The supporting documentation is scanned and attached to the entry. The bank receipts and check copies are filed in the folder for the month of deposit. After two years these documents will be archived in the off-site storage unit but they will not be destroyed.
- Credit card revenue is received from two sources:
 - *Authorize.Net* is a service that processes all payments made online through the VVAC website, such as dues, classes, trips or special events. An email from Authorize.Net entitled “Merchant Email Receipt” is received for each such transaction. These receipts are not automatically passed to QuickBooks. The Office Manager will print out each email and enter the information in QuickBooks. The receipt shows the “Customer” name, “Amount” of the transaction and the “Description.” The email should be scanned and attached to the record.
 - The VVAC employs the **Clover** Point-of-Sale (POS) system. *MxMerchant* is a service that processes all credit card payments made in the Gift Shop (Clover Station) and remotely (Clover Go). The Clover system, using a third-party software package (CommerceSync) transmits POS transactions every two hours via WiFi to the VVAC QuickBooks system. No manual entries are required.

3.2.5 Expense Recognition and Procedures

Not-for-profit organizations are required to track expenses by natural categories such as salaries, office supplies, etc. The VVAC maintains a Chart of Accounts – Expenses within QuickBooks. This list is reviewed periodically to maintain an accurate representation of organizational expenses.

- The Executive Director has the authority to approve expenses in accordance with the approved budget.
- Recurring expenses, such as telephone, trash collection, etc., may be set up as automatic payments through the bank.

- Checks can be written for invoices by the Executive Director, President or Treasurer. Only a single signature is required.
- The Executive Director is authorized the use of a debit card for online purchases and other necessities. The bank issues an “NBAZ Purchase Alert” email each time the debit card is used. The Office Manager is to retain those emails within the email system in the “Online Purchases” folder. The Executive Director will present the supporting invoice to the Office Manager for entry into the accounting system. The Office Manager will match the email alert to the invoices to insure all have been recorded properly, upon which the email can be deleted.
- The Office Manager enters all expenses paid into QuickBooks within one week of receipt of the paid invoices. The bank account to be credited, the expense type to be debited, and the functional classification will be provided by the Executive Director. All invoices are scanned and attached to the QuickBooks entry.

3.2.6 Functional Classification of Revenue and Expenses

Not-for-profit organizations are required to track expenses by function. Functional categories include program, general and administrative, fundraising, etc. Most organizations, such as the VVAC, have more than one program and each of these is tracked separately.

- The VVAC maintains a List of Classifications within QuickBooks. The list is reviewed periodically to maintain an accurate representation of program activities.
- Classification of an expense is determined by the Executive Director. Most are straightforward such as plastic bags for “Curation” or books for the gift shop for “Publications and Merchandise.”
- Occasionally expenses are split into multiple classifications based on estimates such as:
 - Office Manager wages/taxes are split 50-50 between Public Education (docent time) and General & Administrative
 - Director of Archaeology salary/taxes are split 50-50 between Museum Exhibits and Curation

3.2.7 Bank Reconciliations

- All bank statements are downloaded by the Executive Director at the end of each month and reviewed in a timely manner.
- Bank statements are reconciled by the Executive Director. Bank reconciliation occurs within 30 days of the close of the month.
- The Executive Director will print out a QuickBooks reconciliation report and send it to the Treasurer
- The Treasurer will review and approve reconciliation reports by signing and dating the report.

3.2.8 Physical Security

The organization maintains physical security of its assets to ensure that only people who are authorized have physical or indirect access to money and other valuable property.

- Financial records are maintained in the administrative office. This office is locked when neither the Office Manager nor the Executive Director are present. Only the Office Manager and Executive Director have keys to this office, although a key is kept in the Master Key Repository which is locked with minimal access.
- Blank checks are stored in the locked administrative office. The checkbook is not to be removed from the office.
- Passwords are used to access the accounting software as well as to the Authorize.Net and the MxMerchant websites. Passwords are periodically changed.
- The only cash-on-hand is located within the cash register. A limited number of volunteers and employees have access to the cash register. Each person with access has an individual password. An access report is available to monitor such access.
- The bank deposit of checks and cash is made regularly, at least weekly, by the Executive Director. The VVAC has night depository availability if necessary. The night depository key is located in the Master Key Repository.
- The main portion of the VVAC building has an internal motion and door sensing alarm system monitored by an alarm service company. The system is activated whenever the building is unoccupied. A limited number of individuals have access codes. This list is monitored on a regular basis (at least yearly) based on turnover. The south part of the building consisting of the kitchen and training room is not part of the alarm system since it can be used by members of the public.
- There are a limited number of keys to the main portion of the VVAC building. The holder of a key is required to sign a Key Register Card that is maintained in the Administrative Office. A “realtor” key box is located near the Learning Center entrance. The code for this box is given to individuals who volunteer infrequently for a docent assignment. The key in this box is for access to the alarmed portion of the building. The individual has to also have an alarm code to gain access.
- A key to the non-alarmed portion of the building can be signed out by authorized individuals of groups who have requested use of the space in advance.

3.3 Budgeting/Forecasting

The organization’s budget is prepared and approved annually. The budget is prepared by the Executive Director in conjunction with the Office Manager and various Committees. The budget is approved by the Board of Directors prior to the start of each fiscal year. The budget is revised during the year only if approved by the Board of Directors.

Each year, the Executive Director will receive priorities from the Board or the Executive Committee not later than July 1. These priorities will be used to develop a high-level budget for approval by the Board. The same figures used in the high-level budget will then be used in developing an internal allocations budget for approval by the Board no later than September 30. This budget will guide expenditures for the next fiscal year.

Budgeting for any fiscal year shall not deviate materially from Board’s policies, risk fiscal jeopardy or fail to be derived from a multi-year budget plan if one exists. Accordingly, the Executive Director shall not cause or allow budgeting which:

- a) Contains too little information to establish credible projection of revenues, expenses, and cash flow, separation of capital and operational items, and disclosure of planning assumptions;
- b) Plans the expenditure in any fiscal year of more funds than are conservatively projected to be available for that period; or
- c) Fails to provide money each year for Board prerogatives, such as Board development, and Board and Committee meetings.

3.4 Financial Condition

With respect to the actual ongoing condition of the organization's financial health, the Executive Director shall not put the organization at financial risk, nor allow a material deviation of actual expenditures from the budget approved by the Board. Accordingly, the Executive Director shall not:

- a) Expend more funds than approved in the annual budget;
- b) Allow cash to drop below the amount needed to meet the Center's financial obligations; or
- c) Allow tax payments or other costs to be overdue or inaccurately filed.

3.5 Fiduciary Responsibilities

The Board is the governing body of the Center and as such is responsible for ensuring that the financial resources for the operational and the capital needs of the Center are in place. Board Members shall:

- a) Exercise prudence in the control and transfer of funds.
- b) Faithfully read and monitor the Center's financial statements and otherwise help the Board fulfill its fiduciary responsibility.

The Board recognizes that diversification of funding sources increases a Center's financial stability by providing multiple resource opportunities and as such, the Center will seek to diversify its funding sources.

The Board shall, through its Treasurer and Executive Director develop an annual budget which is approved and controlled by the Board. The Board is committed to adhering to an appropriate budget process in order to manage the Center's financial resources.

The Center is committed to operating in an open and transparent manner and therefore will provide information to members and the general public on the financial status of the Center upon request according state and federal requirements for 501(c)(3) organizations.

3.6 Financial Instruments

The banking business of the Center shall be transacted with such banks or trust companies as the Board may determine. Such banking business or any part thereof shall be transacted under such agreements, instructions and arrangements as the Board may from time to time prescribe and authorize, and all checks, bank drafts, and money orders of the Center shall be drawn in the

name of the Center, and signed on its behalf by such persons as the Board may, from time to time, designate.

3.7 Check signing authority

The following persons are hereby designated signing officers of the Center and are hereby authorized and empowered on behalf of the Center, from time to time, to sign and deliver checks, drafts, acceptances, agreements to give security and all agreements, documents, and instruments obligating the Center to a bank or trust company or as required by a bank or trust company: Treasurer, President and Executive Director.

3.8 Board Members and Fundraising

One of the prime responsibilities of all Board members is to ensure the well-being and success of the Center. Fundraising, therefore, is a central focus of the Board.

It is the responsibility of all individual Board members to contribute actively to the fundraising efforts of the Center by participating in fundraising strategies and by making their own personal contribution each year and by using (where appropriate) personal influence with other corporations, individuals and groups.

3.9 Financial Reporting

VVAC's financial statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP). The presentation of the Financial Statements follows recommendations of the Financial Accounting Standards Board (FASB) No. 117, "Financial Statements of Not-For-Profit Organizations."

The Treasurer prepares financial reports on a monthly basis, no later than 30 days after the close of the prior month. The Treasurer is responsible for producing the following year-to-date reports:

Statement of Financial Position

A nonprofit's statement of financial position (similar to a business's balance sheet) reports the organization's assets and liabilities in some order of when the assets will turn to cash and when the liabilities need to be paid. The amounts are as of the date shown in the heading which is usually the end of a month, quarter, or year. Since a nonprofit organization does not have owners, the third section of the statement of financial position is known as net assets (instead of owner's equity or stockholders' equity).

Statement of Activities

Since a nonprofit's primary purpose is to provide programs that meet certain societal needs, it issues a statement of activities (instead of the income statement that is issued by a for-profit business). The statement of activities reports revenue and expense amounts according to the three classifications of net assets: permanently restricted, temporarily restricted, or unrestricted.

Statement of Cash Flow

This summarizes the resources that become available to the organization during the reporting period and the uses made of such resources. It's especially useful in real-time because it reports

income that has been received and expenses that have been paid. A statement of cash flow with the budget amounts is helpful for the board to be able to anticipate any shortfalls for planning purposes.

Statement of Functional Expenses

This reports all expenses as related either to program services or to supporting services. Expenses under program services are shown divided among the various programs. Expenses under supporting services are generally divided between (1) management and general expenses and (2) fundraising expenses. This report is essential for the completion of the annual IRS Form 990.

The Executive Director and Treasurer review financial reports each month and present reports to the full Board of Directors. For each Board of Directors meeting, the Executive Director prepares a narrative report that summarizes the organization's current financial position and includes explanations for budget variance.

3.10 Audit

In certain circumstances, Federal funding agencies, state regulatory agencies, and/or grant-making foundations may require nonprofit organizations to provide audited financial statements. An "independent audit" is performed by a public accounting firm or an individual who is a certified public accountant ("CPA") who is engaged to provide an independent opinion to the management whether or not the nonprofit's financial statements/records comply with accounting standards known as "GAAP" (generally accepted accounting principles.) In an independent audit the person conducting the audit is not a board member or an employee of the organization being audited, therefore the review is thought to be more objective than if the reviewer were under the control of, or controlled the nonprofit.

Beginning with fiscal year 2017, the first full year assets exceeded \$1 million, the VVAC will contract for an audit of its financial condition. It is the role of the Treasurer to recommend the appointment of an auditor to the Board of Directors. The annual audit will be completed within six months after the end of the fiscal year. The Executive Director and the Office Manager act as liaisons to the audit firm to provide any information requested. The completed audit report will be made available to the membership and the public by posting on the VVAC website.

3.11 Tax Compliance

Most charitable nonprofits, such as the VVAC, that are recognized as tax-exempt have an obligation to file an annual information return with the Internal Revenue Service. A charitable nonprofit's Form 990 must be filed with the IRS on the 15th day of the 5th month after the close of the nonprofit's fiscal year. For the VVAC that date is February 15th.

The Form 990 may be completed and filed by the VVAC Treasurer. An outside preparer can be recommended by the Treasurer to the Board of Directors. If an outside preparer is chosen, the Executive Director and Office Manager will be the staff liaisons with the preparer. The Treasurer will review the tax returns prior to filing and has ultimate approval authority. Completed 990 forms will be made available to the membership and the public on the VVAC website.

3.12 Payroll

Payroll Preparation & Approval

The VVAC payroll is on a bi-weekly basis for non-salaried employees. Employees prepare a weekly payroll report form showing hours worked and leave taken. Forms for the two-week pay period are submitted by the Wednesday after the pay period ends. The hourly rate of pay range is specified in each particular job description, subject to change as determined by the Board of Director in the annual budget preparation process.

Salaried employees are paid on a monthly basis at the rate determined by the Board of Directors in the annual budget preparation process. No form is required from salaried employees.

Once the income for each employee has been ascertained, withholding and deductions are calculated. Payroll taxes for Social Security, Medicare, unemployment, disability and workers compensation are withheld from every pay subject to statutory requirements and limits. Income taxes are withheld based on data supplied on the employees W-4 form.

The Executive Director reviews the hourly reports of non-salaried employees and completes an Excel spreadsheet that calculates the gross payroll, tax deductions and net pay. The accounting classification of payroll and taxes is provided on the spreadsheet. Earned and used leave is also shown in the spreadsheet. Salaried employees are also entered in the spreadsheet, showing deductions and net pay along with the accounting classifications.

The Executive Director prepares and distributes the paychecks.

Pay Upon Termination

Upon voluntary and involuntary termination, payroll is processed and distributed to the employee according to the regular two-week interval. The Executive Director calculates the final paycheck and distributes the check to the employee.

Tax Report Preparation and Filing

The Excel spreadsheet for each employee is given to Valley Accounting Services on a quarterly basis for the preparation of all tax reporting and filing forms. Completed forms showing the amounts due are delivered to the VVAC within 30 days of end of the quarter.

Valley Accounting Services also prepare the annual W-2 forms for each employee for annual Federal and state income tax reporting.

3.13 Purchases & Procurement

Any expenditure in excess of \$350 for the purchase of a single item requires approval of the Board of Directors unless the item was specifically identified in the budget preparation process. Regular and recurring expenditures, such as printing quarterly newsletter that exceeds \$350 do not require Board approval.

Invoices and bills are opened and reviewed by the Office Manager. All invoices must be approved by the Executive Director. Approved invoices are paid within 30 days of receipt.

Invoices are required for all purchases and services. Checks are prepared by the Executive Director, President or Secretary for payment. Copies of all invoices paid are scanned and attached to the QuickBooks record of payment. The paper invoices are filed in the folder for the month paid. After two years these documents will be archived in the off-site storage unit but they will not be destroyed.

3.14 Petty Cash

The VVAC does not maintain a petty cash fund. The only cash is in the gift shop cash register reflecting purchases recorded in the Clover system. The Office Manager is to count the cash register cash every Thursday. Any amount in excess of the approved cash register cash balance established by the Executive Director (\$180) is to be removed and prepared for deposit.

3.15 Employee/Volunteer Expense Reimbursements

Employees or volunteers can be reimbursed for items purchased for the VVAC. This can include such items as rest room and cleaning supplies. Any purchase anticipated to be in excess of \$100 should receive pre-authorization by either the President or the Executive Director.

Requests for reimbursement must be made by completing the Travel and Expense Form with the receipts attached to the form. The form must include the approval signature of the Executive Director or President.

3.16 Travel Expenses

The VVAC will provide reimbursement for employees and volunteers for pre-approved travel related expenses, including transportation, hotels, and food. These expenses must be reasonable and necessary, as well as job-related, and must be pre-approved in writing by the Executive Director, President or Board of Directors.

The VVAC will only reimburse for pre-approved travel related expenses when the employee provides documentation of the expense with receipts from purchases or other verifiable documentation.

Employees seeking reimbursement must complete the Travel and Expense form. The form must be fully and accurately completed, and submitted to the Executive Director, President or Board of Directors. All receipts will be scanned and attached upon payment.

Use of an employee's personal automobile will be reimbursed in accordance with the federally approved mileage rate for business use of personal vehicles. Reimbursement of meals when there is no overnight travel may be paid when the meal has a defined business purpose. For out-of-area travel, VVAC will reimburse all pre-approved travel related actual costs, such as hotel accommodations, transportation to and from the destination, including airline, train or bus tickets, taxicab fares, meals and gratuities etc. Alternatively, the employee/volunteer may claim a per diem amount limited to the federally approved per diem limits provided to employees for any overnight business travel. Employees and volunteers should travel at the lowest available airfare to accommodate the purpose of the business trip.

The Board of Directors has approved a \$250 monthly travel reimbursement for the Executive Director to cover regular round-trips to the Center as well as attendance at various meetings within

the Sedona/Verde Valley area. A travel reimbursement form will be submitted monthly for this expenditure. Travel outside the Sedona/Verde Valley area will follow the standard procedure established above.

3.17 Capital Equipment

Capital purchases comprise furniture, fixtures, equipment, software, leasehold improvements, etc. that meet two criteria: 1) a useful life of more than one year and, 2) cost more than \$1,000.

The VVAC budget is updated each year and should include proposed capital purchases that are anticipated to take place during the year. Those purchases itemized within the approved capital budget are considered approved. Capital purchases not within the approved budget, or beyond the scope of the discretionary amount, must be specifically approved by the Board of Directors. To seek such approval the Executive Director must provide the price and rationale for the purchase and assurance of availability of financial resources to support the purchase.

VVAC will maintain a list of fixed assets showing the date of the acquisition, its cost, and a schedule for depreciation of the asset, and keep on file documentation for each purchase. Once an item is recorded as a fixed asset, its life must be determined so depreciation can be calculated and recorded. Land will not be depreciated.

3.18 Depreciation Schedule

Annual depreciation expense will be included in VVAC's annual operating budget. The VVAC uses the straight line method where the value of the fixed asset is depreciated evenly over the life of the asset according to the following IRS guidelines:

5-Year Property

- a. Automobiles, vans, and trucks.
- b. Computers and peripheral equipment.
- c. Office machinery (such as typewriters, calculators, and copiers).

7-Year Property

- a. Office furniture and fixtures (such as desks, files, and safes).
- b. Any property that does not have a class life and has not been designated by law as being in any other class.

39-Year Property

Nonresidential real property (such as an office building, store, or warehouse)

When a fixed asset is disposed of or sold, it should be removed from the books of the VVAC.

Section 4: Leadership and Organizational Structure

4.1 Memberships

The Board shall fix and determine, from time to time, the fees and qualifications for membership, and the Secretary shall maintain a register of members in good standing. A member in good standing shall have paid a membership fee for the current year or have been presented with a membership card in recognition of services rendered, whether for the current year or for life.

4.2 Classes of Membership

Individual membership in the Center shall include the following categories: Honorary, Patron, Life, Sponsor, Sustaining, Contributing, Supporting, and Student. Annual dues of Patron, Sponsor, Sustaining, Contributing, Supporting and Student members shall be fixed by the Board of Directors. Honorary membership may be conferred by the Board on any individual who has made notable contributions to achieving the goals of the corporation. Such members shall be exempt from payment of dues. Life and Patron memberships may be attained by a single payment, the amounts of which shall be fixed by the Board of Directors. Business memberships in the Center shall include the categories of Business Member and Business Patron at an amounts fixed by the Board of Directors.

4.3 Role of the Board of Directors

Good governance is the foundation that enables the Center to succeed. The effective operation of the Center is based on a well-functioning Board of Directors (governing authority) that has a strong working relationship with the Center's Executive Director. Together, the Board and the Executive Director set the direction of the Center, obtain and manage the resources needed for it to fulfill its mission and ensure that the Center is accountable to the public.

The Board fulfills the basic responsibilities of nonprofit governance by:

- a) determining the organization's mission and purposes;
- b) selecting the Executive Director and supporting and assessing his or her performance;
- c) ensuring effective organizational planning and adequate resources;
- d) managing resources effectively (including exercising good stewardship of collections);
- e) ensuring that the organization's programs and services advance the mission;
- f) enhancing the organization's public standing;
- g) ensuring legal and ethical integrity and maintaining accountability;
- h) recruiting and orienting new members of the governing authority; and
- i) assessing performance of the governing authority.

4.4 Board Member, Staff and Volunteer Code of Ethics

The Board expects of itself and all staff and volunteers ethical and businesslike conduct in all Center matters including fundraising. This commitment includes proper use of authority and appropriate decorum in group or individual behavior when functioning as Board members, staff or Center representatives.

- a) Board Members must represent loyalty to the interests of the Center. This accountability supersedes any conflicting loyalty such as that to advocacy on behalf of outside interest groups and membership on or involvement with other Boards or staffs.
- b) Board Members must avoid any conflict of interest with respect to their fiduciary responsibility.
- c) Board Members must not attempt to exercise individual authority over the organization except as explicitly set forth in Board Policies.
- d) Board Members' interaction with the Executive Director or with staff must recognize the lack of authority of any individual Board member or group of Board members except as noted above.
- e) Board Members' interaction with the public, press or other entities must recognize the same limitation and the similar inability of any Board member or Board members to speak for the Board unless authorized by the Board as a whole.
- f) Board Members should make no judgments of the Executive Director or individual staff performance except as that performance is assessed against explicit Board policies by the official process.
- g) Board Members, Staff and Volunteers shall abide by federal, state, and municipal laws.
- h) Board Members, Staff and Volunteers shall keep information regarding donations, donors, artifact acquisitions, etc. in confidence. This includes pieces in the current collection and proposed collections. It will be the Executive Director's responsibility to disseminate this requirement to Board Members, Staff and Volunteers.

4.5 General Expectations of Individual Board Members

- a) Know the Center's mission, goals, policies, programs, services, strengths, and needs.
- b) Serve in leadership positions or undertakespecial assignments willingly and enthusiastically, when asked.
- c) Follow trends in the Center's field of interest.
- d) Bring a positive attitude to the Board's deliberations.
- e) Set aside personal interests and act on behalf of the membership.
- f) Support the revenue generation and fund-raising activities of the Center.
- g) Make a personal financial gift(s) each year in support of the Center.
- h) Board Members shall not disclose personal information or any other information that may be detrimental or perceived as detrimental to the reputation or business of any client, supplier, members, donor, staff members, volunteer or other party involved with the affairs of the Center.

4.6 Meetings

Board Members shall:

- a) Prepare for and participate in entire Board and committee meetings.
- b) Ask timely and substantive questions at Board and committee meetings consistent with his or her conscience and conviction.
- c) Serve the Center in all its affairs of interest and service equally.
- d) Support Board decisions.
- e) Adhere to the Board's confidentiality policy, both during the term of a Board appointment and after leaving the Board.

Maintain independence and objectivity and act with a sense of fairness, ethics and personal integrity dictate.

- f) Suggest agenda items periodically for Board and committee meetings to ensure policy-related items are addressed.

4.7 Board Media

- a) When contacted for an expression of Center policy or position on an issue, Board Members shall refrain from commenting and direct the inquiry to the President or the Executive Director.
- b) The President and Executive Director are responsible for coordinating the release of all information to the media and advising the Board, and staff on appropriate responses.
- c) When speaking in public on matters related to the Center, Board members must express only those policies and positions endorsed by the full Board.

4.8 Role of the President

- a) The President of the Center (or in his/her absence, the Vice-President) shall, when present, preside at all meetings of the Board. In the absence of the President and Vice-President, the Directors shall choose one of their members to preside at the meeting.
- b) The President shall sign such contracts, documents, or instruments in writing as require his/her signature.
- c) The President shall be the chief executive officer of the Center and shall be responsible to the Board for the co-ordination of all affairs of the Center. In all matters of the Center, the President shall be deemed to be an agent of the Center, acting under the authority and the express direction of the Board or any committee thereof, as the case may be.
- d) The President shall have the general supervision, subject to the authority of the Board, of the business and affairs of the Center and the power to appoint and remove any and all employees and agents of the Center not elected or appointed by the Board and to settle the terms of their employment and remuneration.

4.9 Role of the Vice-President

- a) The Vice-President shall be vested with the powers and shall perform all the duties of the President in the absence or inability or refusal of the President to act.
- b) The Vice-President shall sign such contracts, documents or instruments in writing as require his/her signature and shall have such other powers and duties as may from time to time be assigned to him/her by the Board.

4.10 Role of the Secretary

- a) The Secretary shall, when present, act as Secretary of all meetings of Directors and Members, shall have charge of the minute books of the Center and the documents required by state or federal statute.
- b) The Secretary in consultation with the President shall prepare the agenda for all meetings of Directors and Members.
- c) The Secretary shall sign such contracts, documents or instruments in writing as require his/her signature.

- d) The Secretary shall have such other powers and duties as may from time to time be assigned to him/her by the Board or are as incidental to the office.

4.11 Role of the Treasurer

- a) Subject to the provisions of any resolution by the Board, the Treasurer shall have care and custody of all funds and securities of the Center and shall deposit the same in the name of the Center in such bank or banks or with such depository or depositories as the Board may direct.
- b) The Treasurer shall keep or cause to be kept full and accurate books of account in which shall be recorded all receipts and disbursements of the Center.
- c) The Treasurer shall sign such contracts, documents or instruments in writing as require his/her signature and shall have such powers and duties as from time to time be assigned to him/her by the Board or as are incident to the office.
- d) The Treasurer may be required to give such bond for the faithful performance of his/her duties as the Board in their controlled discretion may require, but no Director shall be liable for failure to require any bond or for the insufficiency of any bond or for any loss by reason of the failure of the Center to receive any indemnity thereby provided.
- e) The Treasurer shall render to the Board an account of all his/her transactions and of the financial position of the Center when required.
- f) The Treasurer shall recommend the appointment of an auditor and present a financial report to the Members.

4.12 Emergency Powers

Situations may arise where decisions are needed within a time frame which necessitates action by the President or Executive Committee without reference to the entire Board of Directors.

The President or Executive Committee is authorized to act when the situation requiring action is either: covered by existing policy or covered by a prior delegation of authority by the Board.

Emergency powers are established to cover circumstances outside the above framework. In such circumstances the President and/or the Executive Committee are authorized to protect the integrity and viability of the organization, taking action consistent with Board policies.

- a) Where a decision is necessary within three working days, such Emergency Powers are assigned to the President.
- b) Where a decision is necessary within three weeks, and where no meeting of the Board is planned within that time period, such Emergency Powers are assigned to the Executive Committee.

Whenever Emergency Powers are exercised by either the President or the Executive Committee, the decision-makers are accountable to the Board. A written report substantiating any action taken under this Section must be submitted to the Board of Directors at the next meeting.

4.13 Annual General Meeting

Annual meetings of members shall be held on the third Tuesday in January, the first such meeting to be held in calendar year 2011, if not a legal holiday, and if a legal holiday, then on the next secular

day following, or at such date and time as shall be designated from time to time by the board of Directors and stated in the Notice of the Meeting. At the annual meeting, members shall elect a Board of Directors and transact such other business as may properly be brought before the meeting.

Written notice of the annual meeting stating the place, date, and hour of the meeting shall be given to each member of record entitled to vote at such meeting not less than ten nor more than sixty days before the date of the meeting. Members entitled to vote at the meeting shall be determined as of four o'clock in the afternoon on the day before notice of the meeting is sent.

Quorum

The majority of members entitled to vote at the meeting, present in person or represented by proxy, shall constitute a quorum at all meetings of the members for the transaction of business except as otherwise provided by statute or by the articles of incorporation.

Voting

All memberships are “family” memberships covering all individuals within the same household. Each primary member from a family group represented at any meeting of the members in person or by a proxy, as provided in these Bylaws, will be entitled to one vote.

4.14 Directors Term of Office

Directors shall be elected at each annual members meeting to serve for terms of two years, or until their successors are elected.

4.15 Annual Report

At the Annual General Meeting the President, Treasurer and Executive Director shall present reports of the affairs of the Center for the previous year, a financial statement of the Center, and other such information relating to the Center’s affairs.

4.16 Committee Structure

- a) A committee is a Board committee if its creation and responsibilities are dictated or authorized by the Board. The only Board committees are those the Board establishes by resolution for specific purposes.
- b) Board committees as a whole recommend action to the Board. The Board’s committee structure will be reviewed annually or as appropriate and necessary to further the ends of the Center.
- c) The terms of reference of each committee may be reviewed periodically by the committee itself but proposed changes must be approved by the Board in order to be implemented. Terms of reference must include a statement of purpose, mandate, meeting cycle, and qualifications required of members. Committees shall identify terms of reference for sub-committees which they wish to establish within their mandate. Terms of reference for all committees shall be attached to this policy as Appendix A.
- d) Committees must operate within the framework of the overall budget approved for Board operations for each fiscal year. Anticipated funding requirements for each committee must be presented to the Board by October 1 for consideration for the next fiscal year’s budget.

- e) Typically there are two kinds of Board committees: Management Committees and Program Committees.

Management Committees may include, but are not limited to the following:

- Executive Committee
- Membership Committee
- Building Committee
- Nominations Committee
- Communications Committee
- Collections Committee

Program Committees may include, but are not limited to the following:

- Education Committee
- Events Committee

4.17 Attendance at Board and Committee Meetings

Board Member and Committee Member absences have a direct impact on matters of quorum and influence and the Center's ability to conduct its business. It is, therefore, the responsibility of all Board and Committee members to prepare for and participate in Board and Committee meetings.

Any Board member who misses four (4) Board meetings in a calendar year and any member of a committee who misses four (4) committee meetings in a calendar year may be removed from office, unless the Board determines by resolution that there was an acceptable reason for the absence.

4.18 Role of the Executive Director

- a) The Executive Director shall be the chief administrative officer of the Center.
- b) Subject to the authority and general direction of the President and the Board, the Executive Director shall manage and direct the day-to-day business and activities of the Center, shall supervise, instruct and conduct performance reviews for employees and volunteers in their duties and shall implement policies and decisions adopted by the Board.
- c) The Executive Director shall follow accepted Center standards and endeavor to ensure that the Board follows and puts into practice such standards.
- d) The Executive Director shall attend all meetings of the Board except when matters relating to his/her employment are being discussed, and shall perform such other reasonable duties as may be assigned to him/her by the Board.
- e) The Executive Director is not a Board Member, therefore cannot vote at Board meetings.

4.18.1 Primary Responsibilities

The Executive Director will:

- a) Provide strategic direction, oversight, and hands-on management of Center work.
- b) Be responsible for all operations, functions and facilities.
- c) Identify and coordinate pursuit of strategic opportunities.

- d) Set annual budgets and fundraising goals; track expenditures and income. Oversee financial resources in a prudent and responsible manner, in accordance with all applicable State and Federal policies, regulations and statutes.
- e) Develop strategies and approaches for ensuring financial health of the organization, particularly fundraising outreach with major donors, grant support, and membership building activities. Plan, coordinate, and participate in fundraising activities including setting priorities and goals.
- f) Represent the Center as the public face of our organization and participate in meetings with partners. Provide or oversee public and community relations activities with communications media, governments, citizens groups, American Indian nations, legislative bodies, etc.
- g) Provide directly, or by delegation, liaison between VVAC and key community organizations, such as American Indian nations, local historical organizations, and other entities as appropriate.
- h) Approve external contracts and agreements between VVAC and other organizations and agencies, subject to final approval by the Board of Directors.
- i) Serve as the administrative link between the VVAC, Inc. and the Board of Directors, to include providing monthly reports to Board of Directors and meeting bi-annually with Board and members.
- j) Develop and support policies and procedures whereby all VVAC scientific endeavors conform to the highest standards of moral, intellectual and scientific rigor and validity

4.18.2 Executive Limitation Statement

The Executive Director is accountable to the Board acting as a body. The Board shall instruct the Executive Director through written policies and delegated authority.

All Board authority delegated to staff is delegated through the Executive Director, so that all authority and accountability of staff – as far as the Board is concerned – is considered to be the authority and accountability of the Executive Director.

- a) The Board will instruct the Executive Director to achieve specific results, for specific recipients, through the established objectives policies. The Board will limit the latitude the Executive Director may exercise in practices, methods, conduct and other “means” to the ends through establishment of Executive Limitations policies or the establishment of specified Board policies.
- b) As long as the Executive Director uses reasonable interpretation of the Board’s objectives and Executive Limitations policies, the Executive Director is authorized to establish operational or administrative policies, make decisions, take actions, establish practices and develop activities.
- c) So long as any particular delegation is in place, the Board and its members will respect and support the Executive Director’s choices. The Board may change its objectives and Executive Limitations policies.
- d) Only decisions of the Board acting as a body are binding upon the Executive Director. Pursuant to this policy:

- i) Decisions or instructions of individual Board Members, officers, or committee members are not binding on the Executive Director except in rare instances when the Board has authorized such exercise of authority.
- ii) In the case of Board members or committees requesting information or assistance without Board authorization, the Executive Director may refuse such requests that contravene established Board policy or that require – in the Executive Director’s judgment – a material amount of staff time or funds or is disruptive to the daily operations of the Center.
- e) The performance of the Executive Director shall be subject to an annual review, the terms of which shall be determined by the Board.

4.18.3 Communication and Counsel to the Board

With respect to providing information and counsel to the Board, the Executive Director will endeavor to keep the Board fully informed. Accordingly, he or she shall:

- a) Submit monitoring data required by the Board in a timely, accurate and understandable fashion, directly addressing provisions of the Board policies being monitored;
- b) Make the Board aware of relevant trends, anticipated adverse media coverage, substantial external and internal changes, particularly changes and assumptions upon which any Board policy has been previously established;
- c) Advise the Board if, in the Executive Director’s opinion, the Board is not in compliance with its own by-laws, or current Center standards, policies on Governance Process and Board/Staff Relationship particularly in the case of Board behavior which is detrimental to the working relationship between the Board and the Executive Director;
- d) Provide a mechanism for official Board, or committee communications;
- e) Deal with the Board as a whole except when reporting to officers or committees duly charged by the Board;
- f) Report in a timely manner an actual or anticipated non-compliance with any policy of the Board; and
- g) Keep Board members informed of any relevant matters.

4.19 Role of the Director of Archaeology

Subject to the authority and general direction of the President, the Director of Archaeology shall render services to assist the Center in its archaeological information growth and development, curation and display management, specifically including:

- a) Develop policies whereby all scientific endeavors of the Center will conform to the highest standards of ethical, intellectual and scientific rigor and validity
- b) Continue and expand the Center’s ongoing efforts to contribute to the body of archaeological knowledge of the Verde Valley

4.19.1 Primary Responsibilities

The Director of Archaeology shall:

- a) Plan, implement and supervise all field, lab and curation operations.

- b) Develop and support policies whereby all scientific endeavors of VVAC conform to the highest standards of moral, intellectual and scientific rigor and validity.
- c) Support ongoing efforts of VVAC and its staff to contribute to the body of archaeological knowledge by participating in regional and national archaeology science including publications, meetings, research grants, etc.
- d) Serve as chief editor of all publications of the Center related to archaeology.
- e) Meet with other archaeologists or archaeological entities to help promote the advancement of Center.
- f) Attend functions at the Center – films, talks, fairs, fund-raising events
- g) Attend professional conferences such as Pecos Conference, SAA Conference, AAC Conference and the Southwest Conference
- h) Present papers at various professional conferences
- i) Give talks to the public at places other than at the Center
- j) Edit conference proceedings
- k) Meet with other professionals concerning archaeology activities/programs

4.19.2 Archaeologist Limitation Statement

The Director of Archaeology shall return all records, notes, data, memoranda, models, and equipment of any nature that are in the Director of Archaeology's possession or under the Director of Archaeology's control and that are the Center's property upon termination of employment.

Section 5: Conflict of Interest Policy

5.1 Purpose

The purpose of this Board conflict of interest policy is to protect VVAC's interests when it is contemplating entering into a transaction or arrangement that might benefit the private interests of an officer or director of VVAC or might result in a possible excess benefit transaction. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations. This policy is also intended to identify "independent" directors.

5.2 Definitions

1. **Interested person** -- Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
2. **Financial interest** -- A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - a) An ownership or investment interest in any entity with which VVAC has a transaction or arrangement,
 - b) A compensation arrangement with VVAC or with any entity or individual with which VVAC has a transaction or arrangement, or
 - c) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which VVAC is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Board or Executive Committee decides that a conflict of interest exists, in accordance with this policy.

3. **Independent Director** -- A Director shall be considered "independent" for the purposes of this policy if he or she is "independent" as defined in the instructions for the IRS 990 form or, until such definition is available, the Director --
 - a) is not, and has not been for a period of at least three years, an employee of VVAC or any entity in which VVAC has a financial interest;
 - b) does not directly or indirectly have a significant business relationship with VVAC, which might affect independence in decision-making;
 - c) is not employed as an executive of another corporation where any of VVAC's executive officers or employees serve on that corporation's compensation committee; and
 - d) does not have an immediate family member who is an executive officer or employee of VVAC or who holds a position that has a significant financial relationship with VVAC.

5.3 Procedures

1. **Duty to Disclose** -- In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Board or Executive Committee.
2. **Recusal of Self** – Any director may recuse him or herself at any time from involvement in any decision or discussion in which the director believes he or she has or may have a conflict of interest, without going through the process for determining whether a conflict of interest exists.
3. **Determining Whether a Conflict of Interest Exists** -- After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Board or Executive Committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board or Executive Committee members shall decide if a conflict of interest exists.
4. **Procedures for Addressing the Conflict of Interest**
 - a) An interested person may make a presentation at the Board or Executive Committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 - b) The Chairperson of the Board or Executive Committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - c) After exercising due diligence, the Board or Executive Committee shall determine whether VVAC can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - d) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board or Executive Committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in VVAC 's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

5. Violations of the Conflicts of Interest Policy

- a) If the Board or Executive Committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b) If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board or Executive Committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

5.4 Records of Proceedings

The minutes of the Board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board's or Executive Committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

5.5 Compensation

A voting member of the Board who receives compensation, directly or indirectly, from VVAC for services is precluded from voting on matters pertaining to that member's compensation. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from VVAC for services is precluded from voting on matters pertaining to that member's compensation. No voting member of the Board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from VVAC, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

5.6 Annual Statements

1. Each director, principal officer and member of a committee with Board delegated powers shall annually sign a statement which affirms such person:
 - a) Has received a copy of the conflict of interest policy,
 - b) Has read and understands the policy,
 - c) Has agreed to comply with the policy, and
 - d) Understands the VVAC is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.
2. Each voting member of the Board shall annually sign a statement which declares whether such person is an independent director.
3. If at any time during the year, the information in the annual statement changes materially, the director shall disclose such changes and revise the annual disclosure form.
4. The Executive Committee shall regularly and consistently monitor and enforce compliance with this policy by reviewing annual statements and taking such other actions as are necessary for effective oversight.

5.7 Periodic Reviews

To ensure VVAC operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information (if reasonably available), and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations, if any, conform to VVAC 's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement or impermissible private benefit or in an excess benefit transaction.

5.8 Use of Outside Experts

When conducting the periodic reviews as provided for in Section 5.7, VVAC may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of its responsibility for ensuring periodic reviews are conducted.

Section 6: Collections Stewardship

6.1 Collections Stewardship Policy

This Collections Stewardship Policy establishes the policies and procedures that govern acquisition, care, management, preservation, use, and disposition of the Center's collections. The Center holds collections through a Deed of Gift process that transfers ownership from an outside donor to the Center. Collections held by the Center are recorded in the Center's collections database.

This policy also defines the ethical guidelines that govern all staff, trustees, and volunteers in any activity relating to the Center's collections and programs. To ensure currency and conformity with professional Center standards, this policy will be reviewed every five years, or earlier if necessary, and will be revised as needed to reflect changes within the Center or in policies and standards of the profession.

6.2 Acquisitions and Accessioning

Permanent collections or collections items are often referred to as "acquisitions" or as having been "accessioned" into the Center's collections. The term "item" is used as a generic reference to individual artifacts, documents, images, books, etc. The Center subscribes to a policy of selective acquisition. The significant costs of cataloging, storing, and preserving collections or collections items require that the Center be judicious in acquiring items. Each potential acquisition is evaluated with care, taking into consideration its value to the collection as well as its probable impact on the Center's resources.

6.3 Criteria for Acquisition

Acquisition to the Center's permanent collections, whether by purchase, donation, or other means, shall be in accordance with the following guidelines:

- a) Items must be relevant to and consistent with the Center's mission.
- b) All items must have cultural, historic, scientific, research, interpretive or aesthetic value.
- c) All moral, legal, and ethical implications of the acquisition must be considered.
- d) The Center will not knowingly or willfully acquire items that have been collected contrary to international, national, state, or local laws and regulations, treaties, and/or international conventions.
- e) When items of cultural or spiritual significance to ethnic groups or religious communities are considered for acquisition, the Center will make informed judgments as to appropriateness for acquisition, with sensitivity to subsequent care and/or exhibition of such items.
- f) The Center will comply with and support the tenets of NAGPRA, the federal American Indian Graves Protection and Repatriation Act, the Arizona State burial laws, and will work to insure its ability to provide tribes with pertinent information about its NAGPRA and NAGPRA related collections.
- g) The Center does not accept or collect human remains unless on a temporary basis under a State burial agreement in order to facilitate the Arizona State Museum repatriation process.
- h) The Center will draw on the expertise of other individuals for the evaluation of potential acquisitions when items fall outside the expertise of Center collections staff.

- i) Whenever possible, items will be documented or documentable, including, but not limited to, provenance, artist/maker, date, use, and intellectual property rights (copyright, trademark, etc.). The appropriate collections staff must ascertain whether such intellectual property rights limit the use of an object.
- j) The Center does not guarantee the exhibition of any item.
- k) All donated items are accepted as free and unrestricted gifts, to be used at the Center's discretion. Exceptions to this policy must be approved by the Executive Director.
- l) The Center must be capable of providing for the storage, protection, and preservation of items under conditions that ensure access and meet professional Center standards.
- m) No item will be collected or accepted which constitutes a potential hazard to personnel, environment, facilities, or collections.
- n) No judgments as to appraisal or valuation of donations or potential donations will be provided by the Center other than for internal use.
- o) Accessioned items will have permanency in the collections as long as they retain their physical integrity, identity and authenticity, and remain consistent with the Center's mission and purpose.

6.4 Donated items

- a) For items acquired by donation, the appropriate collections staff member will complete a Deed of Gift form. This establishes an immediate record of the acquisition and provides the information necessary for completion of the acquisition process. The Deed of Gift will include a list of the donated items(s) and be signed by the donor or personal representative of the donor and the appropriate collections staff.
- b) The Deed of Gift represents transfer of clear, legal, and unrestricted title to the donated items.
- c) The donor will receive a copy of the Deed at the time of the transaction or as soon thereafter as possible; the Center maintains the processes for formally acknowledging the gift on behalf of the Center, and for assisting the donor with additional paperwork that may be required by the IRS.
- d) No estimate of value or appraisal will be provided by the Center; if a donor requires an appraisal for tax purposes, he/she must obtain an appraisal independently.

6.5 Archaeological Research Collection Submittals

A complete archaeological collection submitted to the Verde Valley Archaeology Center should include the following project materials (if applicable and available):

- a) Original survey forms
- b) Original excavations records (including maps, trench profiles, etc.)
- c) Original field notes
- d) Photographs (digital, color slides, and black and white imagery)
- e) Image negatives
- f) Artifacts
- g) All archaeological samples and botanical and geological specimens; includes remnants of samples and prepared specimens
- h) Documentation of laboratory procedures, including artifact treatments
- i) Copies of project reports and publications
- j) Computerized information/machine-readable media (when applicable)

- k) Analysis records and notes
- l) Project correspondence
- m) Completed Project Information Form (which provides an inventory of the project materials)

Copies of all original field notes, analytical records, and other documentation can be kept by the individual, organization, and/or firm that conducted the archaeological investigations. Incomplete collections will be considered for acceptance by the Center on a case by case basis.

6.6 General guidelines for processing permanent collections

- a) Acquisitions designated for the Center’s permanent collections will be promptly accessioned, i.e., a permanent record created immediately upon receipt of an object, and an accession number assigned by the appropriate collections staff or designee and attached to the collection or collections items. The accession record will include the accession number, date and nature of acquisition (e.g., donation, purchase), source, pertinent history of origin and previous disposition, and a brief identification and description.
- b) Acquisitions designated for the Center’s permanent collections will be catalogued, photographed, processed for intake, cleaned and/or conserved as necessary, and prepared for storage or exhibition in accordance with current professional standards, and within a reasonable timeframe, as Center resources allow.
- c) Trained staff will provide documentation regarding provenance and other relevant object history to the record file as is known, identified, or made available.
- d) A permanent record of all collection items will be maintained by professional staff, initially through entry into the Center’s collections management database. The record will document method of acquisition and provide description, object information and current location. Auxiliary information, such as appraisal or research notes and correspondence, will also be maintained as part of this permanent record.
- e) A permanent collections file will be maintained by appropriate collections staff. Copies of all original and pertinent legal documentation, as well as related notes and correspondence, will be kept in these files. Original Deeds of Gift will be stored in a secure and fireproof location by the Center.

6.7 Use of Collections

- a) Internal Use of Collections
Items from the collections may be used for exhibition, interpretation, research, and education. The appropriate collections staff will determine suitability of an item for use, dependent on condition of the object, availability of like objects, significance of the particular object, inherent risk to the object, or other concerns that may affect the preservation of a specific item. Permanent collection items may not be exhibited in individual offices or other non-public spaces, or used as long-term “decorative” features.
- b) Access to Collections
The Center makes its collections available for research, exhibition, education, publication, and other appropriate purposes in keeping with its mission. The type and conditions of such use must be consistent with the Center’s responsibility for care and preservation of its collections, and may be contingent on staff availability. The appropriate collections staff facilitates access to collections. The primary considerations for access are condition and significance of the object(s)

and availability of other sources for information such as duplicates, photographs, and written descriptions.

c) Guidelines for the Use of Collections

To provide maximum access to the collections while maintaining appropriate security and preservation standards, the following general procedures govern access. Additional forms, procedures and policies developed by the Center provide additional guidelines for the use of collections.

d) Physical Access to Collections

- i. A Request for Access form must be completed in advance by external researchers and submitted to the appropriate collections staff.
- ii. The appropriate collections staff determines extent of access and supervision.
- iii. Appropriate collections staff will advise proper use and handling of items, and provide appropriate supervision.
- iv. Access may be revoked for the safety of collections; users may be liable for damage.
- v. Access to certain types of items (e.g. culturally sensitive), and certain types of information (e.g. donor files, values, and locations) may be restricted based on specific circumstances and criteria, such as legal restrictions on the distribution of student information, confidentiality issues or protection of the collections.
- vi. The appropriate collections staff maintains record of all collections use.

e) Public Display and Publication

- i. Access to and use of the collections and records must be credited to the Center in all publications, exhibitions, and other presentations.
- ii. The Center will be given a copy of any publications or other products of research, which result from access to collections, and this will be a condition of use.
- iii. No commercial or promotional use of the Center's permanent collections, or information or images resulting from their examination, will be allowed unless specific approval in writing is granted by the appropriate collections staff and the Director of Archaeology.

f) Fees

- i. Access and use of collections may involve fees as set by the Director of Archaeology.
- ii. Fees will be based on staff time and any associated costs such as photocopying.
- iii. The collections staff will maintain a current fee schedule.

6.8 Conditions for Temporary Custody of Objects and/or Specimens

The Center will give to items (the term "item" is used as a generic reference to individual artifacts, documents, images, books, etc.) left in its custody the same care provided similar property of its own, but it assumes no additional responsibilities or liabilities in regard to such objects and/or specimens. However, additional insurance may be acquired at the request of the loaning institution.

Attributes, dates and other information shown on the face of the Receipt are as given by the owner or authorized agent. Any valuations shown are not to be considered appraisals by the Center. The fact that the items have been in VVAC custody shall not be misused to indicate Center endorsement.

The Center receipt form shall constitute a release and waiver of the Center, its employees, officers and agents from any liability in connection with the deposited property whole on deposit or in transit. Unless agreed to in writing by the Center, no insurance will be carried on the item(s).

Objects and/or specimens may be photographed, photocopied, and examined by the Center for its own purposes, which include education, documentation and publicity, but will not treat or otherwise alter items without written permission of the owner or authorized agent.

Objects and/or specimens must be claimed by the owner or authorized agent on or before the removal date noted on the face of the receipt form. Should a change of address occur, the owner or agent must notify the Center in writing prior to the removal date. Should a change of ownership occur, the new owner must provide proof of legal title satisfactory to the Center before the item(s) will be released.

Objects and/or specimens returned to the owner or agent by mail or other carrier shall be sent with insurance by such means as the Center shall determine with a return receipt request. Upon receipt of the item(s), failure to notify the Center of damage or loss within 30 days shall release the Center from any further liability.

The Center may, after the specified removal date noted on the face of the receipt, request the owner or agent to remove the item(s). If the owner fails to remove the item(s) within 60 days of the date of the mailing of such request to the address on the face of this receipt, the Center has the right to place said item(s) in storage or return the item(s), both options at the owner's risk and expense. If, after 3 years from the removal date noted on the face of the Receipt, the Center has not been able to return the item(s), the, and in consideration for its storage and safekeeping during such period, the item(s) may be considered an unrestricted donation to the Center or disposed of at the Center's discretion.

In the event the item(s) are being offered for sale or donation to the Center, the owner warrants that the owner hold full and clear title and copyright to said item(s), and will, if required, show proof acceptable to the Center.

6.9 Integrated Pest Management Program

The Verde Valley Archaeology Center practices an Integrated Pest Management (IPM) program which includes written policy and procedures, training and information sharing, monitoring of the building for the occurrence of pests, and determining their threshold levels. Training events may include Insect Awareness Events, intended to be a way of engaging staff and getting them involved in pest management; individual orientation for new volunteers and staff; and periodic refresher sessions during staff meetings and through posted notices. Public education is undertaken through articles and posts on the Center website or other social media.

A component of the Center's pest management policy consists of the restriction of food consumption and food storage to the kitchen and meeting room, with exceptions. In the kitchen, food must be kept in closed containers. All staff and volunteers are responsible for the cleanliness of the kitchen, including washing dirty dishes and utensils at the end of each day. No food or drink is permitted in Permanent Collections Storage, Temporary Collections Storage, or Library.

Scheduled pest management inspections of sticky traps occur bi-weekly in the exhibit galleries and collections rooms, and quarterly in other storage areas on-site. Sticky traps are located in areas of most concern, and recorded on a map. They are replaced if the traps are old, full, dusty, or damaged. Any reptile or large insect in a glue trap will require trap replacement. If still alive, reptiles can sometimes be rescued from the trap, using mineral or cooking oil.

Results are recorded on monitoring forms. All means of insect or pest control are recorded for future reference on a Pest Management Material Use form. Maps of the locations of traps are updated as necessary.

If there is a pest problem, the Center's approach is based on the most effective, nontoxic methods of pest management, using such materials as diatomaceous earth and boric acid powder, and techniques such as freezing or solarization of infested materials. In general, prevention is preferred, by inspecting materials before they enter the building, blocking routes used by pests with door strips and caulk, and frequent cleaning. All incoming collections materials susceptible to infestation, such as baskets, textiles, and wooden objects, are frozen prior to storage.

6.10 Pest Management Housekeeping

Much of the success of the IPM program can be attributed to the cleanliness of the facility. Every day, the staff and volunteers will clean spills and remove squashed or dead insects as they occur. Lab glassware is washed as necessary, by the person who used it, with Liquinox.

On a weekly basis, trash and recycle bins from offices and lab are emptied into the larger containers in the loading dock. Every other week, the area is generally cleaned, dusting furniture, books, and baseboards using Dust Bunnies, untreated dust cloths, and clean cotton rags. Boxes are moved to check for insects. Floors are swept, and carpeting vacuumed. Collections area should use a HEPA filtered machine that is only used for those area.

Each quarter (January, April, July, October), a major cleaning is undertaken. This includes the above activities plus mopping floors, vacuuming upholstery, and cleaning inside light diffusers. Office furniture is wet cleaned when necessary, using Simple Green.

Collections storage is dusted at least once a year, including the tops of all boxes and cabinets. As needed, as infrequently as possible, the floor is mopped using a very dilute solution of Liquinox, and a fresh mop.

6.11 Exhibit Case Inspection and Cleaning

A professional installation is a clean installation. Exhibit inspection is also part of the Center's IPM program. Long term exhibits are inspected on a regular basis, according to a set schedule. Cases are opened and objects are inspected. Look for powdery residue or flaking surfaces on ceramic vessels. Inspect even stone objects, to make sure that nothing is living underneath them. Organic materials such as food items, cotton or wool samples, textiles, and baskets must be especially closely examined. Look through the materials for evidence of insects, including insect body parts, frass, partially eaten items, and so forth. Remember that *dermestid* frass can look more like talcum powder than anything else. Be sure to look underneath organic objects on display for any light powdery residue, using extreme care; if an object has been damaged by insect activity, it is much more susceptible to mechanical damage while being handled.

Borrowed objects and exhibits containing them are inspected on a monthly basis. Records of the inspections are kept in the Temporary Deposit file for the exhibit loan(s).

6.12 Humidity Controls

The Center will monitor relative humidity (RH) and implement improvements to stabilize the environment. There are many ways to limit fluctuations, not all dependent on having an expensive mechanical system. For example, good control is achievable simply by using well-designed and well-constructed storage and exhibit cases.

Ideally, fluctuations should not exceed $\pm 5\%$ from a set point, each month. The Center will decide on a set point based on an evaluation of our particular regional environment. The Center will consult a professional curator, a conservator or other expert in Center environments. The maximum and minimum levels will be determined by assessing the nature and condition of the materials in the collection and the space where they are housed.

In the interim, since the Center is located in the arid southwest the Center will use 35% as the set point as objects have equilibrated at much lower RH levels in such environments. The Center will not allow the RH to go as high as 65% because of the chance that mold might develop. Below 30%, some objects may become stiff and brittle.

Over a year the Center will allow the RH to *drift*. Drift means that the set point varies in different seasons—usually higher RH in the summer and lower RH in the winter. Allowing drift will often save money over the long-term as mechanical systems work less to maintain the proper environment. It is important that the variations in RH shown below should be slow and gradual variations (over weeks and months), not brief and variable.

Relative Humidity Optimum Ranges for Various Materials Housed in the Center's Center Collection	
Archeological Materials	
Negligible Climate-Sensitive Materials	30% – 65%
Climate Sensitive Materials	30% - 55%
Significantly Climate Sensitive Materials	30% - 40%
Metals	<35%
Natural History Materials	
Biological specimens	40% - 60%
Bone and teeth	45% - 60%
Paleontological specimens	45% - 55%
Pyrite specimens	<30%
Photographs/Film/Negatives	30% - 40%
Other organics (wood, leather, textiles, ivory)	45% - 60%
Metals	<35%
Ceramics, glass, stone	40% - 60%

6.13 Maintain building envelope

With the help of the Camp Verde maintenance division, the Center will examine the structure and/or Center space for possible sources of moisture. Sources of moisture will be eliminated by repairing

the structure or correcting drainage problems. Problems that may cause high levels of relative humidity include:

- leaking roof, ceiling, or windows
- gaps in walls, floors, or foundation vapor barrier
- leaking plumbing
- damaged gutters and downspouts
- wet walls and foundations from poor drainage
- open water sources such as sinks or toilets

6.14 Passive methods of control

There are a variety of practices that can be adopted to passively control the temperature and RH. The Center will carefully develop a plan to use passive controls. After adopting the practice, the Center will continue to monitor to be sure that the action improves that environment as expected. The following methods will be employed:

- a) Avoid turning HVAC equipment on during the day and off at night. This practice causes daily fluctuations in RH levels
- b) Limit the number of people in a room. Large groups of people can raise the relative humidity from moisture introduced by breathing and perspiring. If necessary, open doors within the building to change the circulation of the air.
- c) Locate sensitive objects away from spotlights, windows, exterior walls, air vents, and entrance doorways. Limit increased temperatures caused by the sun by using existing blinds, curtains, drapes, or exterior shutters.
- d) In temperate zones, reduce temperature levels during the winter. Lowering the set point of the heating equipment by several degrees raises the interior relative humidity to stabilize conditions overall. **Note:** Gradually reduce the temperature over a period of weeks. In the spring, gradually raise the temperature back to the appropriate set point.
- e) Store objects in cases, boxes, and folders. Containers are a very effective method of buffering temperature and RH fluctuations. They also limit light damage and protect collections from pests.
- f) To control relative humidity levels for sensitive objects (for example, some metals, textiles, paper, pyritic mineral, and fossil specimens) you may need to create a microenvironment to stabilize and maintain conditions that are different from the general Center environment. The use of a properly sealed storage cabinet or exhibit case with buffering material can provide a proper microclimate for sensitive objects.
- g) Many materials in a Center environment absorb water and give off water. This slows changes in RH and *buffers* the environment around the object. Damage can be limited by slowing down RH changes. Natural organic materials (wood, textiles, cotton, and paper) are especially good at buffering. You can use this property to help limit changes in an environment.

6.15 Active methods of control

A properly designed heating, ventilation and air conditioning (HVAC) system can maintain appropriate levels of relative humidity and temperature and filter particulate gases from the air. Installing an HVAC system that achieves and maintains the environment to the levels described in

this chapter is not easy. The Center is working with the Town of Camp Verde to install a new HVAC system to protect both the collections and the Center building.

6.16 Lighting

Light is another agent of deterioration that can cause damage to Center objects. Light causes fading, darkening, yellowing, embrittlement, stiffening, and a host of other chemical and physical changes. There are two options to limit damage from light: reduce the amount of light; or, reduce the exposure time.

If lighting is too close to or focused on an object, infrared (IR) wavelengths can raise the temperature. It may also lower the water content of porous materials. Heat buildup comes from: Sunlight, incandescent spotlights, fluorescent ballasts and lights in closed cases.

Exhibits can be protected from damage caused by lighting by keeping the artificial light levels low. The human eye can adapt to a wide variety of lighting levels, so a low light level should pose no visibility problems. However, the eye requires time to adjust when moving from a bright area to a more dimly lighted space. This is particularly apparent when moving from daylight into a darker exhibit area. When developing exhibit spaces, we will gradually decrease lighting from the entrance so visitors' eyes have time to adjust. We will not display objects that are sensitive to light near windows or outside doors.

Basic standards (Source: *The Center Environment* (2d ed.), "Light," Part I by Garry Thomson) for exhibit light levels are:

50 lux maximum for especially light-sensitive materials including:

- dyed organic materials
- textiles
- photographs and blueprints
- tapestries
- manuscripts
- leather
- biological specimens
- fur
- feathers

200 lux maximum for less light-sensitive objects including:

- undyed organic materials

300 lux for other materials that are not light-sensitive including:

- metals
- stone
- ceramics
- some glass

6.17 Dust and Gaseous Air Pollution

Air pollution comes from contaminants produced outside and inside the Center. Common pollutants include: dirt, which includes sharp silica crystals; grease, ash, and soot from industrial smoke; sulfur dioxide, hydrogen sulfide, and nitrogen dioxide from industrial pollution; formaldehyde, and formic

and acetic acid from a wide variety of construction materials; ozone from photocopy machines and printers; and a wide variety of other materials that can damage Center collections.

Air pollutants are divided into two types:

- ***particulate pollutants*** (for example, dirt, dust, soot, ash, molds, and fibers)
- ***gaseous pollutants*** (for example, sulphur dioxide, hydrogen sulphide, nitrogen dioxide, formaldehyde, ozone, formic and acetic acids)

There is no minimum acceptable level of pollution. The following procedures will be followed to reduce levels of air pollution:

- a) In storage spaces, keep floors, tops of cabinets, and work surfaces clean to minimize dust accumulation. Work with custodial staff to keep areas clean. Use high efficiency particulate air (HEPA) vacuums which catch more particulates.
- b) Separate office and curatorial work spaces from Center collections storage spaces. Areas that are not accessed often will stay cleaner than high traffic areas.
- c) Upgrade and maintain seals and weather-stripping around doors and windows to keep pollutants out.

Section 7: Education and Interpretation

7.1 General Philosophy

The Verde Valley Archaeology Center holds in public trust a collection of artifacts and archival holdings that are recognized as being of cultural significance in the Verde Valley region.

The Center will exhibit and interpret the collection in an effective and safe manner, for the instruction and enjoyment of the general public.

Interpretation and education programming is a vital element of a community museum. Through its programs, the Center is able to reach audiences of all ages, interests and capabilities, and serve as an educational and recreational source to the community. In recognition of the importance VVAC places on its duty to educate, the Board will ensure that the Center has the necessary funding to plan and implement interpretation and education programs.

The conservation and curatorial care of the collection is of prime importance, and therefore, is the primary concern when developing interpretative and educational programs. The Center recognizes the collection is a primary reason for existing. As such, only artifacts the Director of Archaeology deems “for educational use” shall be handled or taken off-site for or during education programs.

7.2 Aims & Objectives

The aim of this policy is to define the scope and philosophies of the interpretation and education programs offered to the public by the Center. These programs will be defined under the sub-headings of Public Programs, Special Events & Exhibits, School Programs and Special Interest Groups.

7.3 Public Programs

By the provision of its exhibits and displays, the Center provides a public program that can be enjoyed by the community and its visitors.

The regular public program of the Center is subject to evaluation on a regular basis. This evaluation ideally includes individuals without association to the Center or with the community to allow for an objective and unbiased perspective.

The Center recognizes that the development of a public program takes place not only within the facility, but can be provided as an outreach experience as well. As a community-supported organization, it is the Center’s focus not only to bring the people to the Center, but the Center to the people. As such, where resources permit, the Center will participate in community events.

Interpretive tours will be provided to the general public by appointment as resources allow.

The public exhibit program will be subject to change, both gradual and substantial. A continual program of improvement, refurbishing and change is necessary. Change can solicit repeat

visitation, and demonstrate to visitors that exhibitions are progressive, updated and revisited on a continuous basis. Visible change by Center staff and volunteers also shows visitors that exhibits are often created in-house by staff.

Periodic evaluations of how visitors interact with particular exhibits can assist in any refurbishment, and provide ideas for further development.

7.4 School Programs

The Center will provide a broad slate of education and interpretive programs relevant to current curriculum within the State of Arizona.

Programs will generally be researched, developed and promoted for on-site visits as well as for outreach. The slate of programs will primarily focus on students Grades 4 and 5. It is the Center's goal to broaden our scope of education programming as resources permit.

The Center recognizes the need to be flexible in its programming to meet special needs within a school group.

School programs may be offered in subject areas other than those identified within the curriculum or if they relate to a special event, seasonal celebration, cultural celebration, temporary exhibit or in response to requests from members of the education community. These programs will only be developed if they are practicable in terms of budget, staff time for research, implementation and offsetting revenue generation potential.

7.5 Special Events & Exhibits

The Center recognizes that special events are an important part of the annual public profile in the organization. Special events meet specific needs of the Center and its visitors by:

- Providing an opportunity to focus on a specific aspect of regional significance which may not otherwise be featured through the regular programs or exhibits;
- Providing a broader perspective of heritage;
- Encouraging repeat visitations;
- Showcasing the site and its potential;
- Maintaining a spectrum of activities;
- Reaching a broader audience; and
- Remaining a vital part of the cultural community Camp Verde and the Verde Valley region.

The annual slate of Special Events/Exhibits is subject to annual evaluation. Evaluation is based on number of years held, financial reports, attendance and anticipated viability in future years.

7.6 Special Interest Groups

The Verde Valley Archaeology Center and Center will provide public programs to other groups outside the education community. These include, but are not limited to Clubs, Guides, Scouts, Pre-school or Nursery School Groups, Day Camps, Coach Tours, Seniors Groups, etc.

Section 8: Facilities and Risk Management

It is intended that the Center's building and grounds provide a safe and functional environment for visitors, staff, the collection and associated activities. The Center, working with the Town of Camp Verde, owners of the building, has created a disaster plan to address the security issues for staff and the collection in regards to the following:

8.1 Types of Disasters and Occurrences

- a) Natural disasters and occurrences including flood, storm, earthquake, tornado, fire, etc.
- b) Industrial and technological disasters and occurrences including: spills of hazardous materials, blackouts, equipment failure, etc.
- c) Human disaster and occurrences including: poor maintenance, vandalism, theft, accidents, human error.

8.2 Major Disasters

- a) Flood/Water Damage
- b) Wind Damage
- c) Fire
- d) Pest/Insect Damage (see Chapter 7.9 Integrated Pest Management program)
- e) Utilities Malfunction
- f) Theft/Vandalism
- g) Mold

8.3 Areas at Risk

- a) Storage
- b) Construction
- c) Security
- d) Environmental Conditions and Controls
- e) Lighting
- f) Exits
- g) Maintenance

8.4 Areas of Concern

For the Center, the main concerns are theft, vandalism and fire. Since the site is located in the downtown core and is in every major sense a public building theft and vandalism are a concern. Access to the telephone system and 911 as well as the trouble code on the alarm system control panel are the only recourse in case of attack, vandalism or theft at this time.

The threat of fire in the downtown core is very real. With a mixture of commercial and residential use in older buildings, human error and criminal activity cannot be ruled out or eliminated in the downtown core. The age of the buildings within the historic district and their relative building material composition and age of wiring varies widely according to owner and landlord. Some older buildings in the downtown core may have been retrofitted to meet current building code requirements but other old buildings remain unimproved and may well be a

fire and safety hazard. The percentage of downtown improved and unimproved buildings is unknown.

Summers in the area tend to be dry and hot, increasing the chances of fire at the Center site.

8.5 Steps to Minimize the Level of Personal Risks

The Center strives to minimize the level of personal risk within the Center building and its grounds. The Center is able to achieve this through:

- To continue to meet current requirements of the Camp Verde building and fire codes and other codes relating to electrical and mechanical services for buildings;
- To meet related Center Standards associated with the above general code requirements;
- To maintain the building security system to Center Standards;

8.6 Procedures in Response to Threat, Emergencies and Disasters

The disaster plan has been developed with the Town of Camp Verde to implement procedures in response to threat, emergencies and disaster. More specifically the plan lays out procedures in response to:

- a) Acts of Violence
- b) Bomb threats
- c) Discovery of a suspicious device
- d) Evacuation instruction
- e) Explosion
- f) Fire
- g) Medical Emergencies
- h) Mold
- i) Pest infestation
- j) Power failure
- k) Storms: severe wind and rain, snow and ice, thunder and lightning
- l) Theft/vandalism
- m) Water: flood, leaks, broken pipes, sewer backup, etc.

8.7 Training

All staff & volunteers will receive Fire Prevention Training as part of the basic orientation to the Center. Training will include but is not limited to:

- a) Location of exits
- b) Location and operation of fire extinguishers
- c) Fire drill procedure
- d) Maintenance procedures
- e) Good house-keeping/preventative measures
- f) Role & responsibility of staff & volunteers

The Executive Director shall review training procedures periodically to ensure an adequate proficiency of handling emergency procedures by staff and volunteers.

8.8 Security system

The Center maintains and operates a controlled entry and motion security system that meets Center and insurance standards.

8.9 Maintenance

The Center will:

- Maintain proper records of the building condition, including final drawings specifications, change orders, etc., from the architect and consulting engineers, final shop drawings for all building components built or assembled off site, and subsequent maintenance activities.
- Maintain a cleaning contract with a local cleaning service and other maintenance agencies to handle the weekly housekeeping and grounds care (snow removal, shoveling and sanding) and ongoing maintenance of the mechanical systems.

Section 9: Collections Stewardship

The Center is responsible for preservation of artifacts in its collection. It will strive to provide the best possible physical environment, preventive maintenance programs and conservation services to meet this responsibility.

9.1 Preventative Conservation

- a) The Center will support preventative conservation and only use conservation treatments when appropriate.
- b) The Center will strive to achieve optimum environmental standards for the preservation of the collection in all physical areas where artifacts are located. Control standards for temperature, relative humidity, lighting and air cleanliness will be established in consultation with qualified experts. The Center will provide the facilities and equipment to achieve and maintain and monitor these standards, and will delegate responsibility for regulation and maintenance of these standards and systems to a qualified staff member.
- c) The Center will establish procedures and provide support for protection of the collection from damage or loss through fire, flood, water damage, theft, vandalism, or accident and damage from insect pests and vermin, including a periodic risk assessment and mediation (if necessary).
- d) The Center will develop standards and procedures and will designate appropriate responsibility for handling, storage, exhibition, packing and transport of its artifacts in order to preserve the collections.
- e) The Center will provide in-house training for all staff, both paid and unpaid, in the handling and preventative care of artifacts. Where further training is necessary, the Center will provide (financial or other) support for staff participation in outside training programs. Only staff with appropriate training will be permitted to handle artifacts.
- f) The Center will strive to provide a sufficient size of staff to implement preventive care of collections.

9.2 Collection Access and Protection

- a) The doors leading to artifact and archive storage shall be locked securely at all times other than when staff is in each area to supervise that area. No one other than staff or designate, in company of staff, shall be allowed access, with the exception of emergency procedures. At no time will researchers be allowed to search original material unaccompanied by appropriate staff.
- b) Access to the collections storage area shall be strictly controlled by key allocation. These keys cannot be copied or reproduced except with Executive Director or Board approval with its originating locksmith company.
- c) A master key list shall be maintained by the Executive Director and no one but the Executive Director shall have access to this list to maintain security to collections areas.
- d) A fire and safety inspection by authorized Fire Department personnel shall be done on a periodic basis, with a maximum period between checks of one (1) year.

- e) The staff shall undertake regular checks of the security alarm system to ensure that it is functioning.
- f) The Center will establish procedures for care of artifacts in the event of physical emergencies such as fire, flood, accident etc., pre-designate an emergency work area and ensure that all staff is thoroughly familiar with these procedures.
- g) The Center will undertake periodic risk assessment and mediation (if required) to address water damage, theft, vandalism, and artifact access.
- h) Cleaning of storage and/or work areas, and of display cabinet interiors, may be undertaken by custodians only under the supervision of trained staff.

9.3 Insurance

The Board will review insurance policies on a regular basis, to ensure provisions for support and protection of the collection are in place and are sufficient to protect the collection.

9.4 Storage Areas

- a) The Center will provide storage areas and artifact workrooms sufficient to accommodate the size and material composition of the collections.
- b) No work on individual artifact or group of similar artifacts shall be engaged until full assurance that this work may proceed from start to completion without moving materials in interim is ensured.
- c) The Center will provide storage space for the collection which will be orderly, clean, and environmentally controlled and will allow adequate physical access to the artifacts. Access will be restricted to properly trained staff or properly trained designate. The storage area will be used only for the storage of Center artifacts.
- d) No artifact shall be stored immediately adjacent to forced air heating supply or return vents or directly under lights.

9.5 Conservation Treatments

- a) The Center will use condition reports as the primary tools for making conservation and conservation treatment decisions.
- b) When considering conservation treatments, the condition of the object and the cost of the treatment will be weighed against the value of having the object preserved for future exhibition and interpretive use.
- c) The Center will consult with qualified experts in the field of conservation before taking any course of action which may affect the physical state of the artifacts.
- d) The Director of Archaeology shall responsible for determining conservation priorities and nature and extent of conservation treatments to be carried out.
- e) The Center will ensure that cleaning, repair or restoration of any artifact is carried out only by qualified personnel, and in such a manner as to maintain the integrity of that artifact.

Section 10: Records Retention Policy and Schedule

10.1 Introduction

Records management is an important responsibility of every institution, including the Verde Valley Archaeology Center (VVAC). One of the most important activities conducted as part of a records management program is that of disposition. Disposition includes all the activities done with records no longer needed for active, on-going business, including transfers to storage, and the destruction of temporary records. All disposition actions are directed by instructions included in this records disposition schedule; without such instructions, records cannot be destroyed or transferred.

10.2 Document Destruction

The Executive Director is responsible for the ongoing process of identifying its records, which have met the required retention period, and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding. Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

10.3 Compliance.

Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the VVAC and its employees and possible disciplinary action against responsible individuals. The Executive Director and Board President will periodically review these procedures with legal counsel or the organization's certified public accountant to ensure that they are in compliance with new or revised regulations.

10.4 Additional Instructions

- a) This schedule is, unless otherwise noted, not specific to any given media and is presumed to apply to the records described in any format.
- b) Electronic textual records (word processing documents and electronic mail) should be printed out and managed as paper records.
- c) For records that are managed electronically, be sure to maintain metadata (records creator, date, contents of the files, information about their arrangement and what software application and version was used to create and access them) for all records.
- d) Records that are valuable for the management of cultural resources require special care to ensure their preservation for future use. **IT IS VERY IMPORTANT THAT THESE RECORDS BE MAINTAINED AND NOT BE DESTROYED.**
- e) If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to an "archive" computer file folder.
- f) Backup and recovery methods will be tested on a regular basis. The VVAC's records will be stored in a safe, secure, and accessible manner. Documents and financial files that are essential to keeping the VVAC operating in an emergency will be duplicated and/or backed up and maintained off-site.

NOTES: "Active" means the records are used at least once a month. Policy developed considering IRS Publication 4221-PC "Compliance Guide for 501(c)(3) Public Charities"

10.5 Records Applicable to All

Type of Record	Description	Retention
Correspondence, including emails, relating to policy decisions		Permanent
Correspondence, routine		3 years
Photos, negatives, audio-visual (unlabeled)		3 years
Photos, negatives, audio-visual pertaining to institution (labeled)		Permanent
Publications from other organizations	Newsletters, reports, etc.	1 year or until no longer useful
Minutes, agenda, packets from other institutions		Until no longer useful

10.6 Board of Directors Records

Type of Record	Description	Retention Period
Board, Advisory Council, and committee meetings	Minutes, resolutions, recommendations and agendas	Permanent
Constitution, bylaws, acts of incorporation	Includes revisions	Permanent
Conflict-of-interest disclosure forms		4 years

10.7 Administrative Records

Type of Record	Description	Retention Period
Staff meeting minutes		3 years
Personnel records		Employment plus 3 years
Job announcements		3 years
Time sheets/cards		7 years
Job applications (not hired)		1 year
Membership lists		3 years
Contracts and agreements		7 years after obligations end
Insurance records		Permanent
Accident reports		7 years
Equipment and maintenance records		7 years after disposition
Workers comp claims		7 years
Software licenses and support agreements		7 years after disposition

10.8 Finance Records

Type of Record	Description	Retention Period
Financial statements (audited)		7 years
Auditor management letters		7 years
Record of assets and liabilities	See below	7 years
Payroll records		4 years
Check register and checks		7 years
Bank deposits and statements		7 years
Chart of accounts		7 years
IRS exemption determination and related correspondence		Permanent
IRS Form 990s		7 years
Arizona Corporate Commission annual reports		Permanent
Gift shop inventory / cost of goods sold		4 years

Assets are the property, such as investments, buildings, and furniture that an organization owns and uses in its activities. Liabilities reflect the pecuniary obligations of the organization. A public charity must keep records to verify certain information about its assets and liabilities. Records should show:

- when and how the asset was acquired
- whether any debt was used to acquire the asset
- documents that support mortgages, notes, loans, or other forms of debt
- purchase price
- cost of any improvements
- deductions taken for depreciation, if any
- deductions taken for casualty losses, if any, such as losses resulting from fires or storms
- how the asset was used
- when and how the asset was disposed of
- selling price
- expenses of sale

10.9 External Affairs Records

Type of Record	Description	Retention Period
Patron & visitor records		5 years
Grant proposals (funded)		Permanent
Grant proposals (not funded)		3 years
Grant files		Duration of grant plus 7 years
Donors, lists of		Permanent
Event planning files		3 years
Donations, letters accompanying		3 years
Fundraising letters (generic copy)		Permanent
News releases, newsletters		Permanent
Posters, publicity flyers		Permanent
Program information		3 years
Records of member associations, institutes, societies, clubs, councils and similar organizations.		3 years

10.10 Museum Collections Records

Type of Record	Description	Retention Period
Accession records	Museum records that document the acquisition of museum properties, including accession and catalogue records.	Permanent
Collections control records	Records documenting the protection, security, museum storage conditions, preservation, management and supervised use of museum collections.	Permanent
Deaccession records		Permanent
Loan records		Permanent
Accession records		Permanent
Exhibit files	Label text (not labels), loan information, research,	Permanent

10.11 Library Records

Type of Record	Description	Retention Period
Reference request records		5 years
Accession records		Permanent
Collection records	Research, correspondence, invoices for individual manuscript collections or items	Permanent
Deaccession records		Permanent
Patron registration	Names and addresses of library users	Permanent
Call slips	Record of items pulled for patrons	Permanent

10.12 Archaeology Records

Type of Record	Description	Retention Period
Cultural Resources Studies and Research Files	Archaeological/Ethnographic overview and assessments, archaeological identification evaluation studies, cultural affiliation studies, Museum Scope of Collection statements. Also includes studies such as cultural landscape reports, museum collections management plans, archaeological data recovery studies and ethnohistories.	Permanent
Prehistoric Sites and Structures Management and Preservation Files	Files created in connection with supervision or performance of preservation maintenance and rehabilitation of prehistoric ruins, stabilization, and the preservation of archaeological objects.	Permanent

Section 11: Human Resource Policies

The aim of this policy is to ensure that the Verde Valley Archaeology Center has a written human resource management policy which addresses the safety, security, well-being and continued motivation of the people working for it.

11.1 Human Resources

The Center will ensure that all staff and volunteers responsible for administering the Center and its collection have the appropriate training and are effectively able to train seasonal staff in all Center activities.

11.2 General

- a) Employment relationships are presumed to be “at-will.” At-will means that an employer can terminate an employee at any time for any reason, except an illegal one. Likewise, an employee is free to leave a job at any time for any or no reason with no adverse legal consequences. At-will also means that an employer can change the terms of the employment relationship with no notice and no consequences.
- b) All employees will perform their duties and exercise their functions to the best of their abilities and will at all times devote their time and efforts to advance the interests of the Center.
- c) All employees are free to engage in any other business or professional activities so long as said activities do not conflict with any part of this policy, recognized ethical behavior for the profession, or employment contracts. The Board recognizes that its reputation is enhanced by employee interest, participation, research, scholarship and community activities in areas of interest to the employer.
- d) All employees will act under the direction and supervision of the Executive Director. Employees will consult with the Executive Director on all matters touching on harmonious operation of the Center. If employees feel that they cannot speak with the Executive Director on a matter, they are advised to speak with the President or Vice-President of the Board.

11.3 Application for Employment

- a) Applicants for administrative, educational, seasonal or contract positions are required to submit a resume to the Executive Director. As potential candidates are identified, interviews shall be arranged with the Executive Director. References shall be requested at the discretion of the Executive Director and verified.
- b) At the discretion of the Executive Director, staff and volunteer applicants may be required to undergo an official criminal records check as part of the hiring and/or volunteer process. The Executive Director reserves the right to request criminal history information based on the expectations of the employment and/or volunteer duties and scope. The outcome of this check will be taken into account when making a hiring and/or volunteer recruitment decision.
- c) To avoid conflict of interest, applicants related to or involved in personal relationships with Center Board members shall not be considered for employment. Persons with

private collections that are in conflict with the Center's collections policy shall not be considered for employment.

11.4 Probationary Periods

- a) A probationary period of ninety (90) days shall apply to all full-time permanent staff and occasional contractors. Seasonal, part-time and temporary staff will be given a probationary period of three weeks. During these periods, should the performance of any staff member or contractor be unsatisfactory, employment may be terminated by the Executive Director.
- b) Following the probationary period, termination of employment for staff shall be for just cause only. The services of occasional contractors may be terminated at any time at the discretion of the Executive Director.

11.5 Performance Review

Full-time, temporary and permanent staff shall have job evaluations performed by the Executive Director after initial hiring at three months, eight months and then annually until employment termination, resignation or retirement. The performance of the Executive Director shall be subject to an annual review by the Board (see Section 4.1e).

11.6 Hours Worked

- a) Personnel records, including holidays, sick days and compensatory time off, etc., shall be maintained by the Treasurer.
- b) The number of hours of work per week for employees shall be defined in each employee job description and/or employment contract. These hours may be arranged flexibly by day or week.

11.7 Remuneration and Holidays

- a) Staff will be paid bi-weekly through the Center's Treasurer by check or direct deposit. All necessary deductions and contributions shall be made as required by law.
- c) All vacation time is an earned benefit. Full-time employees (35 hours per week or more) earn ten days (80 hours) of vacation time per year. Part-time employee vacation time benefits are adjusted to reflect the percentage of time the part-time employee works in comparison to the benefits received by a full-time employee. Written requests for vacation leave must be presented to and approved by the Executive Director. A record of the employee's balance of vacation leave appears on the employee's pay stub. Vacation hours accumulated up to an employee's date of termination will be paid in a lump sum with the final pay check.
- d) Paid holidays for full-time paid employees will be New Year's Eve and Day, Memorial Day, Independence Day, Thanksgiving Day, and Christmas Eve and Day.
- e) Full-time employees are entitled to two Personal Days (16 hours). Personal days cannot be carried over one year.

11.8 Professional Development for Staff

The Board of Directors recognizes the need for continual upgrading of skills for paid staff. Well-trained staff provides a better service in return for the investment. Problems, job stress and institutional stress are reduced when all staff is provided with the skills necessary to fulfill their responsibilities. To this end, the Board of Directors will budget for skills upgrading.

11.9 Travel and Expense Claims

- a) If an employee uses his/her car on Center related business, he/she shall be compensated in the amount according to the Center's Travel Policy. A travel expense claim form shall be submitted to the Executive Director for approval.
- b) Expenses accrued by an employee on Center business or expenses accrued through purchasing supplies, equipment or training for Center purposes, shall be reimbursed to the employee within ten (10) business days or two (2) weeks from the date the employee submits his/her receipts. Receipts must be submitted for repayment.

11.10 Sick Days and Leave

- a) Full time (35 hours per week or more) employees are entitled to five days (40 hours) of sick leave per year. Sick leave may be accumulated with no limit. Accrued sick hours at the time of an employee's termination is paid in a lump sum on the final pay check.
- b) Extended sick leave (four days or more) must be supported by a doctor's certificate.
- c) The Board may grant an employee a leave of absence from work for certain justifiable reasons other than sick leave or vacations. The term 'leave of absence' indicates an approved absence from work for a period of time in excess of three working days. The following circumstances apply: Maternity leave; family emergency; educational leave; bereavement leave; or personal emergency.

11.11 Employee Limitations

Employees and contractors will not make any commitment for an amount in excess of a previously approved budget figure without the prior approval of the Board or Executive Committee. Employees will not hire or schedule any other employee for any commitment or duty unless pre- approved by the Executive Director, Board or Executive Committee.

11.12 Executive Director Duties

- a) The Executive Director shall oversee and supervise all staff, contractors and volunteers (See Section 3: Role of the Executive Director and Executive Limitations).
- b) The Executive Director shall ensure that each staff member, contractor and volunteer has a written job description.

11.13 Health & Safety

The Center will comply with all applicable measures and procedures prescribed by the Occupational Health and Safety Act and its regulations, and other relevant legislation concerning health and safety. Compliance includes:

- a) Establishing and maintaining programs to identify and appropriately control workplace hazards.
- b) Providing tools and equipment that are in good condition and are appropriate for the task.
- c) Providing suitable training and supervision of employees with respect to work place health and safety.

11.14 Anti-discrimination Policy

The Verde Valley Archaeology Center is committed to providing an inclusive and welcoming environment for all members of our community.

Consistent with this principle and applicable laws, the Center does not discriminate in offering access with respect to visitors and/or employees/volunteers on the basis of age, gender, race, color, national origin, religion, creed, disability, political affiliation, veteran's status, marital status or sexual orientation. The Center's nondiscrimination policy ensures that equitable and consistent standards of conduct and performance are applied.

This policy applies to all activities of the Center, including but not limited to employment, selection of volunteers, and selecting vendors or consultants.

11.15 Board and Executive Director Discrimination Responsibilities

- a) The Board and Executive Director are responsible to ensure that employees for whom they are responsible are familiar with the relevant anti-discrimination laws and regulations.
- b) The Board and Executive Director are responsible to exercise their authority to prevent and/or discourage harassment.
- c) All instances of harassment will be thoroughly investigated by the Executive Director and/or Board without delay.
- d) Complaints against the Executive Director should be directed to and investigated by the Board as a whole.
- e) Where a report of harassment is received, confidentiality will be maintained at all times.
- f) Where harassment is known to have occurred, the offender will be subject to discipline by the Executive Director and/or the Board as necessary and/or appropriate.

11.16 Employee and Volunteer Discrimination Responsibilities

- a) Every employee and volunteer has the responsibility to make it known immediately and in a clear manner to the offender that such behavior [harassment] is unwelcome.
- b) Employees and volunteers at all levels are encouraged to report instances of harassment to the Executive Director and/or Board.

- c) Where harassment is suspected or known to have occurred, the Executive Director and/or Board will be directly notified as soon as possible by any employee or volunteer who has such knowledge.

11.17 Harassment – Explanatory Notes

Any comment or conduct by any employee, volunteer or officer of the organization towards any other employee, volunteer or officer of the organization which is intimidating, annoying, or malicious and relates to race, ancestry, place of origin, color, ethnic origin, citizenship, creed, age, record of offences, marital status, family status, handicap, sexual orientation or sex such as:

- a) Unwelcome remarks, jokes, or insults about a person's background, color, place of birth, ancestry or citizenship;
- b) The displaying of racist, derogatory or otherwise offensive pictures or materials;
- c) Insulting gestures or practical jokes based on racial or ethnic grounds which cause embarrassment;
- d) Refusal to work or converse with an employee, volunteer or officer of the organization for any of the reasons outlined above, or any reason whatsoever.

11.18 Sexual Harassment – Explanatory Notes

- a) Any vexatious comment(s) or conduct that is known, or ought reasonably to be known, to be unwelcome toward any other employee, volunteer or officer of the organization.
- b) Sexual advance or solicitation by a person who is in a position to grant or deny a benefit to another where the advance is known, or ought reasonably to be known, to be unwelcome.
- c) Reprisal or threat or reprisal by a person in a position to grant or deny a benefit to a person who has rejected his or her sexual proposition.
- d) Unnecessary or unwanted physical contact, ranging from touching, patting or pinching to physical assault.
- e) Leering or other suggestive gestures. Unwelcome remarks, jokes, suggestions or insults about a person's physical appearance, attire or sex. Displaying pornographic pictures or otherwise offensive sexually explicit materials. Practical jokes of a sexual nature, which cause awkwardness or embarrassment. Compromising invitations.

11.19 Procedure for Supervisory Staff

- a) Make sure the employees, volunteers and officers of the organization take the issue of harassment seriously.
- b) Distribute and post copies of this practice regarding harassment to all employees, volunteers and officers of the organization.
- c) Ensure that harassment is dealt with in orientation sessions for all new employees, volunteers and officers of the organization.
- d) Ensure that the workplace is free from obvious signs of harassment.
- e) Follow up on complaints by employees, volunteers or officers of the organization about any negative performance appraisals (often it is advisable to question sudden changes in appraisals. Such changes may indicate harassment problems).
- f) Conduct exit interviews with employees, volunteers and officers of the organization who are resigning in order to determine their reasons for leaving.

- g) When in receipt of a complaint, interview all parties involved with the investigation in strict confidence.
- h) Document all meetings regarding an investigation of a complaint thoroughly and submit copies of the investigation and actions taken to the Board and or appropriate legal authorities.

Section 12: Whistleblower Policy and Procedures

The Verde Valley Archaeology Center (VVAC) requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the VVAC, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

12.1 Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that VVAC can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of VVAC's code of ethics or suspected violations of law or regulations that govern VVAC's operations.

12.2 No Retaliation

It is contrary to the values of VVAC for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of VVAC. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

12.3 Reporting Procedure

VVAC has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with [insert here another title, such as Executive Director, or a board member, if the organization is very small and involving the board would be appropriate]. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the VVAC's Vice-President, who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor or the Executive Director or the VVAC's Compliance Officer [Vice-President].

12.4 Compliance Officer

The VVAC's Compliance Officer (Vice-President) is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer will advise the Executive Director and/or the Board of Directors of all complaints and their resolution and will report at least annually to the Treasurer on compliance activity relating to accounting or alleged financial improprieties.

12.5 Accounting and Auditing Matters

The VVAC's Compliance Officer shall immediately notify the Board of Directors of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the Board until the matter is resolved.

12.6 Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

12.7 Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

12.8 Handling of Reported Violations

The VVAC's Compliance Officer will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Section 13: Community Relations

The Verde Valley Archaeology Center realizes the importance of its involvement in the community and is committed to performing its role as the steward of the collection while serving the needs of the people of the Town of Camp Verde and surrounding area.

The area is a thriving community with a rich and varied history. The Center ensures that it fills the needs of this community by providing an array of different exhibits, education programs and special events throughout the year that can be presented, making certain that the educational, intellectual and recreational interests are presented.

The Center is accountable to a governing body that is comprised of members from the community. The composition of this Board reflects the diversity of the community it serves and allows for Members of the Board that represent other community groups to bring their talents and knowledge of their associates to the service of the Center and vice versa.

The Center has also established a membership program that allows varying sectors of the community to participate in the Center's decisions, goals and directions that may affect or reflect on them.

13.1 Community Involvement

The Center shall, at all times, attempt to include as many members and factions of the community in Center activities as possible by providing a broad range of events throughout the year. Some of these events include either organizing or participating in:

- Exhibition Openings
- Educational exhibits and programs
- Verde Valley Archaeology Fair
- International Archaeology Film Festival
- Festival of American Indian Arts
- Pecan and Wine Festival
- Fort Verde Days

In addition to providing for a broad range of interest levels and abilities, the Center shall attempt to actively seek out new and wider audiences in the community, including groups that may be disadvantaged in some manner.

13.2 Relations With Others

The Center will seek to its own benefit and the benefit of others, to strengthen its association with other Centers and with Center-related associations, government agencies and appropriate community partnerships through:

- Direct contact with other Centers;
- Membership in, and active support of, Center-oriented associations and societies;

- Continuing awareness of Center-oriented programs and policies of governments, and close liaison with the appropriate government agencies;
- Commitment to the use of the Center's human resources and technical skills to assist and advise other Centers as appropriate and as requested, acknowledging that the Center's ability to help others is governed by its own strength and competence in each area;
- Partnering with groups such as (but not limited to) other tourist attractions, downtown merchants, destination marketing organizations, tourist information, school boards, arts/culture/history groups, special events organizations, non- profits and service groups.

13.3 Access to Information

To fulfill its public service responsibilities, the Center shall ensure that there is equal opportunity for public access, (both physical and intellectual) to information, services, programs and the collection. The Center meets this responsibility through:

- a) Free admission
- b) Outreach programs which allow for parts of the collection to leave the Center to be presented at different demonstrations in the area (such as at local schools). Decisions regarding which artifacts may be used for on-site or off-site educational programs will be made by the Director of Archaeology.
- c) A website which allows for access to the Center's newsletters, upcoming events and exhibitions. The Center is dedicated to keeping the website up- to-date with acquisitions, and announcements of new public programs and special events.

In addition to providing free access to the Center's information, the Center ensures changes or advances to the collection, services and programs are properly promoted and/or advertised in a variety of media. Newspapers, radio stations, and an assortment of tourist brochures are used to reach a broad range of audiences.

The Center's public hours of operation are printed and promoted through use of brochures, posters, the Center website and signage on the Center property and throughout the community.

The Center provides a rental hall space that is available for rental from the community at specified and advertised times.

13.4 Volunteer Program

Volunteers are a key component of the day to day operations of the Center. The building and gift shop are managed by dedicated volunteers of the Center.

The Center is run by a small staff with a wide range of duties. Volunteer opportunities and duties are identified by staff and the Board. The Center's Executive Director pairs Center Members and members of the community with the various opportunities and duties.

13.5 Recruitment

The Center's Volunteer Program seeks to attract a broad representation from the membership, in order to preserve, promote and provide access to the prehistoric and American Indian heritage of the Town of Camp Verde and surrounding area for the benefit of present and future generations. Volunteers will be recruited without regard to gender, handicap, age, race, sexual orientation, or other conditions providing the individual meets the requirements of the volunteer position description.

- a) Volunteers and staff are encouraged to recruit interested potential volunteers and refer them to the Executive Director.
- b) Notices for volunteer opportunities shall be available through Center publications and festivals as well as placed throughout the community.
- c) An ongoing effort will be made to promote volunteerism online on the website.

Any person interested in volunteering at the Center must fill out a Volunteer Application Form for the Center records. This form will state the interests of the volunteer and it shall be used to match their interests with the needs of the Center.

13.6 Training

The Center believes that volunteer training is essential to maintain the professionalism of the institution and that every volunteer has the right to receive appropriate training. Every effort will be made to provide complete, current and timely training to ensure that the volunteer is qualified to perform his/her assigned tasks.

The Executive Director will provide appropriate assistance to staff in the designing and delivery of the initial and follow-up training sessions.

It is the responsibility of the volunteer to take part in all initial training prior to beginning his/her assigned tasks.

Training is provided in two formats: the "buddy" system and group sessions. The "buddy" system may involve "shadowing" (acting as an observer), or it may involve being partnered with a staff person or trained volunteer to perform a specific task.

Group training sessions are provided in several areas of volunteer work: education programs, docents, cataloguing, and conservation. These sessions provide "hands-on" practical experience and informative support material. Attendance at group training sessions is an essential part of both new and on-going volunteer training.

a) "Buddy" System Training

The Executive Director is responsible for initially scheduling "buddy" system training sessions for all new volunteers once accepted into the volunteer program. The volunteer will then train under the direction of their supervisor which could be staff or another volunteer depending on the area of involvement.

The Executive Director is responsible for monitoring the training sessions with both the new volunteer and their respective supervisor.

Once the volunteer has completed their “buddy” system training to the satisfaction of both the volunteer and his/her supervisor, he/she will then be regularly scheduled by the Volunteer Coordinator.

b) *Group Training Sessions*

It is mandatory that all new volunteers attend a group training session applicable to his/her area of volunteer work.

It is mandatory that all new volunteer Education Program Assistants attend a group training session, followed by a practice tour with a staff interpreter, prior to being scheduled in on a regular basis.

It is mandatory that all volunteers attend a Fire Safety and Prevention training session annually. If attendance at a training session is not possible, training will be provided by the Executive Director.

All volunteers will have the opportunity for follow-up training at least annually and as deemed appropriate by the Executive Director.

Professional development opportunities outside of the Center will be made available to volunteers dependent on the resources of the Center at the time.

All volunteers receive on-going support, information and supervision from the Executive Director, including a volunteer evaluation that is completed once a year or at the end of his/her participation with the Center.

13.7 Volunteer Recognition

Volunteers are valued assets of the Center and as such shall be recognized both publicly and privately. Words of support and gratitude are encouraged from staff to volunteers as well as acknowledgements in newspapers, newsletters and special events.

Appendix A-1: Committees

General

1. Each committee Member must be a Member in good standing of the Center.
2. Each committee shall elect its own President, except in cases where the President is specified in the composition.
3. Each committee shall determine the time, place, and duration of meetings and the number thereof.
4. Each committee shall determine its own method of operation consistent with normal democratic procedures.
5. Each committee shall prepare a budget and present it to the Board of Directors at a date to be determined by the Board of Directors.
6. Each committee shall operate within the budget approved by the Board.
7. Committee members may serve for a term of three years, renewable one time.
8. The Executive Director is an ex officio member of all committees.
9. Each committee may create sub-committees as required.
10. All committee members are appointed by the Board.
11. Each committee shall ensure that its committee members are familiar with and understand its terms of reference.
12. The Board may, from time to time, appoint special Ad Hoc Committees to undertake specific work on behalf of the Board.

(Also see Section 4.14 Committee Structure)

Appendix A-2: Executive Committee

The Executive Committee is a standing committee of the Board of Directors.

Composition

The committee shall be composed of the President, Vice-President, Secretary, Treasurer and one elected member of the Board and the Executive Director.

Terms of Reference

The Executive Committee may:

- a) Make decisions which are consistent with policies established by the Board;
- b) Make decisions where Board policy does not exist when delegated to do so by a formal motion of the Board; and
- c) Review proposals such as the budget and recommend action to the Board.

The Executive Committee has Emergency Powers as outlined in Section 4.10: Emergency Powers. The Committee may exercise such powers only if a decision is necessary within three weeks and if no Board meeting is planned during that time period.

Meetings of the Executive Committee shall be held at the call of the President.

Appendix A-3: Membership Committee

The Membership Committee is a standing committee of the Board of Directors.

Composition

The committee shall be composed of three members of the Center in good standing, one of whom shall be a Director.

Terms of Reference

This committee is responsible for developing and making recommendations to the Board concerning the following:

- a) Recommend strategies for recruiting new members;
- b) Determine the qualifications of life and honorary members;
- c) Recommend individuals for recognition as life or honorary members;
- d) Recommend fees for membership and categories of ordinary members;
- e) Maintain a database of members in good standing; and
- f) Such other responsibilities as the Board may, from time to time, assign.

Appendix A-4: Communications Committee

The Communications Committee is a standing committee of the Board of Directors.

Composition

The committee shall be composed of not less than five members of the Center in good standing, at least one of whom shall be a Director.

Terms of Reference

The main function of the committee is to develop strategies dedicated to enhancing community understanding and appreciation of the cultural and historical heritage of Verde Valley and surrounding area. Specifically the committee shall:

- a) Increase community awareness of the Center's goals, objects and accomplishments;
- b) Foster member and community support for the Center's fundraising initiatives;
- c) Co-ordinate and assist other Center committees with promoting their programs and activities; and
- d) Enhance awareness of Center programs and initiatives and enjoyment among members of the Center with one of the goals being to attract new members.

Appendix A-5: Nominations Committee

The Nominations Committee is a standing committee of the Board of Directors.

Composition

The committee shall be composed of a former Member of the Board - preferably a Past-President – who will serve as President of the Committee and at least two long-time members of the Center in good standing.

Terms of Reference

The main function of the committee is to prepare a slate of Directors, for appropriate terms of office, to be presented for election at the Annual General Meeting. If a ballot is required, the President of the Nominations Committee shall conduct the election.

The Nominations Committee will also:

- a) Consult with the President of the Board of Directors to determine possible areas of expertise that may be filled by appropriate Director Candidates;
- b) Solicit Director candidates by way of published advertisement in the first membership publication of the calendar year;
- c) The President of the Nominations Committee shall inform Director candidates what the expectations of Directors are as outlined in Sections 5.1.3 and 6.3; and
- d) Prepare a slate of Director Candidates at least ninety (90) days before the date of the Annual General Meeting and notify members of the list of Director Candidates with the notice of the Annual General Meeting

Appendix A-6: Education Committee

The Education Committee is a standing committee of the Board of Directors.

Composition

The committee shall be composed of at least three members of the Center in good standing, at least one of whom shall be a Director and the Executive Director.

Terms of Reference

The Education Committee and such sub-committees as are necessary are responsible for developing and implementing the educational and cultural programs of the Center as outlined in the Objects of the Center specified in the Strategic Directions and Priorities (See Section 5.1.1). Without limiting the generality of the above, the Education Committee shall:

- a) Work with the Executive Director, Exhibition and Volunteer Committees to achieve the objectives listed above as they relate to individual exhibitions;
- b) Recommend program instructors and suitable activities for recreational programs for children and adults;
- c) Design, schedule, teach and promote activities that relate to the culture, art and history of the Verde Valley and surrounding area including, but not limited to: events, festivals and walking tours; and
- d) Design, schedule, teach and promote curriculum-based education programs for students and educational groups that relate to the culture, and history of the Verde Valley and surrounding area and promote the Center's collection.

Appendix A-7: Building Committee

The Building Committee is a standing committee of the Board of Directors.

Composition

The committee shall be composed of at least two Directors, one of whom shall be President, at least one other member of the Center in good standing and the Executive Director.

Terms of Reference

The Building Committee is responsible for the maintenance and future expansion of the physical plant of the Verde Valley Archaeology Center and Center. Without detracting from the generality of the above, the Building Committee may undertake the following activities:

- a) Prioritize restoration and improvement tasks necessary to keep the building functional;
- b) Determine which tasks can be carried out by volunteer labor and which tasks need to be contracted out to specialists;
- c) In the case of volunteer activity, lay out the work for the volunteers;
- d) Recruit a team of volunteers to perform the work;
- e) Supervise volunteers working on the physical plant;
- f) In the case of contracting out, prepare job descriptions and specifications for tendering;
- g) Recommend suitable contractors to the Board;
- h) Oversee the work of contractors;
- i) Report to the Board when the tasks have been completed satisfactorily.

Appendix A-8: Collection Committee

The Collection Committee is a standing committee of the Board of Directors.

Composition

The committee shall be composed of at least three members of the Center in good standing, one of whom shall be a Director and the Director of Archaeology.

Terms of Reference

The Collection Committee is responsible for the following:

- a) Ensure that the Center's Collections Stewardship (Section 6) is followed when acquisitions of artifacts are made;
- b) Recommend and implement methods for procuring artifacts by purchase, donation or bequest;
- c) Maintain the Center's collection management database; and
- d) Aid staff with research for exhibitions to ensure that the Center's artifacts are well-represented and displayed.

Appendix A-9: Events Committee

The Events Committee is a standing committee of the Board of Directors.

Composition

The committee shall be composed of at least three members of the Center in good standing, one of whom shall be a Director.

Terms of Reference

The Events Committee is responsible for the following:

- a) Explore and develop creative ideas for specific fundraising events for the VVAC
- b) Develop a yearly calendar of events including but not limited to the annual Gala and Archaeology Fair
- c) Organize and execute fundraising events
- d) Determine date and time for events
- e) Research and contact key individuals and resources specific to the event being planned
- f) Develop a plan of action for each event
- g) Appoint subcommittees to implement action plan
- h) Establish a financial plan for each event
- i) Identify potential sponsors for events
- j) Estimated cost of event
- k) Estimated revenue from event
- l) Coordinate with facility holding event
- m) Coordinate with the Executive Director to publicize events
- n) Organize staffing for events
- o) Coordinate tickets, food/beverage, parking, etc. with facility at location of event
- p) Generate recognition and thank you notification to appropriate individuals following the event
- q) Communicate Events Committee minutes and recommendations to the VVAC Board of Directors

Appendix B: Disclosure Statement

Board Members are required to read the Conflict of Interest Policy (Section 5) and to record any active connection (i.e. membership, directorship, officer) with any organization involved in the cultural or heritage field at the first meeting of every fiscal year. In order to be more comprehensive, this statement of disclosure/questionnaire also requires you to provide information with respect to certain parties that are related to you. These persons are termed “affiliated persons” and include the following:

- a) your spouse, domestic partner, child, mother, father, brother or sister;
- b) any corporation or organization of which you are a board member, an officer, a partner, participate in management or are employed by, or are, directly or indirectly, a debt holder or the beneficial owner of any class of equity securities; and,
- c) any trust or other estate in which you have a substantial beneficial interest or as to which you serve as a director or trustee or in a similar capacity.

1. NAME OF EMPLOYEE, BOARD MEMBER OR TRUSTEE: (Please print)

CAPACITY: Board of Directors/Trustees; Committee Member; Staff Position

2. Have you or any of your affiliated persons provided services or property to the Verde Valley Archaeology Center in the past year? Yes No
If yes, please describe the nature of the services or property and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

3. Have you or any of your affiliated persons purchased services or property (excluding gift shop items) from the Verde Valley Archaeology Center in the past year? Yes No
If yes, please describe the purchased services or property and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

4. Please indicate whether you or any of your affiliated persons had any direct or indirect interest in any business transaction(s) in the past year to which the Verde Valley Archaeology Center was or is a party? Yes No
If yes, describe the transaction(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

5. Were you or any of your affiliated persons indebted to pay money to the Verde Valley Archaeology Center at any time in the past year (other than travel advances or the like)? Yes No
If yes, please describe the indebtedness and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

6. In the past year, did you or any of your affiliated persons receive, or become entitled to receive, directly or indirectly, any personal benefits from the Verde Valley Archaeology Center or as a result of your relationship with the Verde Valley Archaeology Center, that in the aggregate could be valued in excess of \$1,000, that were not or will not be compensation directly related to your duties to the Verde Valley Archaeology Center? Yes No
If yes, please describe the benefit(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

7. Are you or any of your affiliated persons a party to or have an interest in any pending legal proceedings involving the Verde Valley Archaeology Center? Yes No
If yes, please describe the proceeding(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

8. Are you aware of any other events, transactions, arrangements or other situations that have occurred or may occur in the future that you believe should be examined by the Verde Valley Archaeology's Vice-President in accordance with the terms and intent of the conflict of interest policy?
 Yes No
If yes, please describe the situation(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

I HEREBY CONFIRM that I have read and understand the Verde Valley Archaeology Center's conflict of interest policy and that my responses to the above questions are complete and correct to the best of my information and belief. I agree that if I become aware of any information that might indicate that this disclosure is inaccurate or that I have not complied with this policy, I will notify the Vice-President immediately.

Signature

Date