



R-10-34
Meeting 10-11
June 10, 2010

AGENDA ITEM #1

To: Board of Directors
Open Space Authority

From: Patrick Congdon
General Manager

Prepared by: Lauren Monack
Office Manager

SUBJECT

Approve Draft Gift Acceptance and Recognition Policy

RECOMMENDATION

It is recommended that the Board review and approve the Draft Gift Acceptance and Recognition Policy.

COST REVENUE

There are no costs associated with this item.

BACKGROUND

Currently, the Open Space Authority does not have a policy for accepting gifts or donations, either of money or property. A policy that clearly sets forth the OSA's organizational position on gifts or donations will provide a road map for clear, effective and consistent management of how donations and recognition are handled.

The policy outlines the types of gifts that are accepted, what gifts are discouraged, and how gifts will be recognized.

The attached draft policy was reviewed by the Board at their meeting of May 27, 2010 and requested changes were made by staff and legal counsel. Changes made to the policy include:

- Reordering the policy sections for a more logical flow of information
- Including policy-specific terminology in Section 5.0 – Definitions
- Adding language for acknowledgement of donors wishing to remain anonymous

Attachments:

- *Resolution 10-16 – Approve Gift Acceptance and Recognition Policy*
- *Draft Gift Acceptance and Recognition Policy*