

# Gunstock Area Commission Policy

**The purpose of this Policy Document is to provide for ongoing good governance and continuity in the oversight of the Gunstock Area. It shall be reviewed by the Gunstock Area Commissioners on annual basis, and when there is a change in key personnel. All new Commissioners will be provided with a copy upon being sworn onto the Commission. This policy may be reviewed and modified at any time for the purposes of continuous improvement. It shall remain in force until specifically rescinded by a majority vote.**

**This document does not supersede the GAC Bylaws or any of the New Hampshire RSAs governing the Gunstock Recreational Area.**

## **Commissioner Policy**

### 91A Compliance

The GAC will comply with all applicable laws governing the public's Right to Know and it is the duty of the Commission as a whole, and each individual member to maintain an understanding and full knowledge of the requirements. Any public inquiries shall be presented to the President/GM and the GAC Chair for assessment and response.

### Compensation Payments

The Enabling Statute that created the Gunstock Area Commission states in part:

*399:5 Compensation. The members of said commission shall be paid twenty-five dollars for each day or portion of a day during which they shall be actually engaged in the services of the commission, not to exceed, however, the sum of one thousand dollars to any one member during any one fiscal year.*

The Commissioners agree that this applies to meeting attendance, including regular and workshops, as well as any assigned on-site visits or fact-finding activities that **are a result of directives by the GAC in its official capacity**. This will be specifically noted at the time it is delegated. Any request for such compensation will be submitted within 30 days or at the next meeting. Commissioners may decide to forgo such payments. The act of reading or sending emails and texts related to Gunstock matters does NOT constitute a billable action as written in the statute.

Commissioners will also receive, in addition to the full access pass necessary for their oversight duties, FOUR (4) complimentary passes for their use and distribution as they desire. This is NOT to be considered as compensation.

## Understanding the Operation

- The Commissioners should be provided with an up-to-date organizational chart of all management and departments in order to fully understand how the Area functions. This will allow for better decision-making as they perform their oversight duties.
- Commissioners are encouraged to visit the Area during normal operating times in all the different seasons in order to fully appreciate the various activities offered our customers and local residents, as well as to observe ongoing infrastructure and equipment maintenance work.
- New Commissioners should participate in a site walkdown/orientation/financial “On-Boarding” meeting with Gunstock management personnel to get an overview of the operation and to meet staff and employees.

## Employee Interaction

Commissioners are encouraged to interact and get to know employees as they may encounter them in either usage or visits to the mountain as any other patron or customer. They are in no way to engage in any official management capacity. Employees are overseen in the normal chain of command as set up and directed by the President/GM. The ONLY “employee” that the GAC has official oversight with is the President/GM and only when gathered in an official capacity.

## Customer Interaction

Commissioners will at times interact and mingle with customers and visitors to GMR. Other than acting as ambassadors and enthusiastic fellow users of the Area, they have no authority to speak in any official capacity regarding potential issues, concerns, or conflicts that may be brought to their attention. ANY matters that arise regarding customers and users of the Area will be referred to the President/GM or the appropriate designated member of the staff. GAC members will not make commitments or provide information beyond what is stated publicly on official GMR outlets and available to the general public. The only exception to this would be if the GAC is gathered in an official meeting carrying out their official duties as described in the Bylaws.

## Vendor Interaction

Commissioners will at times interact or receive correspondence from vendors (current, or potential) of GMR. Commission members have no authority to speak in any official capacity. ALL such matters of inquiry shall be referred to the President/GM or the appropriate designated member of the staff. GAC members will not make commitments or provide information beyond what is stated publicly on official GMR outlets and available to the general public. The only exception to this would be if the GAC is

gathered in an official meeting carrying out their official duties as described in the Bylaws.

## **Fiscal Oversight**

### **Monthly Payments Review (Check Register/Manifest)**

The Commissioners shall be provided a copy of the check register for review on a monthly basis by the CFO. Commissioners are encouraged to direct questions or concerns to the CFO. Commissioners will acknowledge review of such at each regular monthly meeting.

### **Expenditure Approval Levels**

[TABLED – POLICY DETAIL TO BE DETERMINED AT A FUTURE DATE]

### **Legal Expenditures**

All legal expenditures and retainers beyond what is discussed and approved in the annual budget development shall not be entered into without the approval of a majority vote of the GAC.

### **Capital Lease Agreements**

All new and proposed capital lease agreements should be discussed and approved during the regular annual budget process. Anything in addition during the course of the fiscal year will be brought to the Commission for approval.

### **Budget Development and Ongoing Assessment**

Commissioners will work to understand the annual budget prior to its adoption. They should seek to obtain as much detail as necessary to make sound decisions in the approval process.

They will receive monthly updates from the CFO and management staff and monitor the overall financial stability and health of the operation.

As part of the budget, the GAC will receive a detailed listing of all payroll bonus/incentive programs for formal review and approval, which includes documentation of participation and/or performance measures satisfied, prior to such payments being made.

# **GM/President Oversight**

## **Review Performance**

Per the employment agreement with the General Manager/ President, Commissioners will review performance at the designated period as determined in that document.

## **Bonus Approval**

Any bonus provided will be reviewed and approved by the Commission acting within the terms of the employment agreement. No additional bonus or remuneration will be provided without an affirmative vote of the Commission.

## **Contract Review**

[TABLED – POLICY DETAIL TO BE DETERMINED AT A FUTURE DATE]

## **Safety Certificates**

The Commission will receive and review the complete list of safety certificates and designated personnel required to keep all areas of the Gunstock Mountain Resort open and operational. This will be performed once a year. GM/President will notify the Commission at the earliest possible instance in the event of deficiencies in this area that could affect operations.

Operations manual

## **CAPEX Projects**

The Commission will receive updates as scheduled in the agenda for regular and/or special meetings. This could include progress and financial information.

## **Bylaws**

The Commission will conduct an annual review of the official Bylaws to maintain familiarity and compliance, as well as to assess whether changes are needed.

## **Email**

[TABLED – POLICY DETAIL TO BE DETERMINED AT A FUTURE DATE]