

# PROPOSED NEW GENERAL POLICY FOR THE ESTABLISHMENT AND PROCEDURES FOR OPERATINGS OF CHARTERED CLUBS

MARCH 28, 2025

# OUTCOMES

- Background and overview of proposed new policy initiative
- The board may provide feedback on the draft framework of the proposed new policy, including what may be missing
- The board may provide feedback on the draft principles and key elements, including what may be missing



# BACKGROUND + OVERVIEW

## CHARTERED CLUB POLICY BACKGROUND

- Identified the need for establishing a principal chartered club policy
- No record of a general policy governing chartered clubs
- 2014-5 Administrative Policy on Chartered Club Potluck Events & The Lodge Banquet and Events Discounts
- 2025 Strategic Annual Objective D.2 Good Governance
- Multi-Year Policy Review and Update Initiative

## OUTCOMES OF NEW POLICY

- Provide a clear and consistent approach to establishing and operating chartered clubs
- Defined parameters of club operations
- Provide guidelines for club use of facilities, equipment, and communications
- Provide guidelines for club potluck, food, and beverage catering services
- Wrap 2014-5 Policy into the General Policy



# PROCESS FOR DEVELOPING NEW POLICY

The general process for developing the new Chartered Club policy is

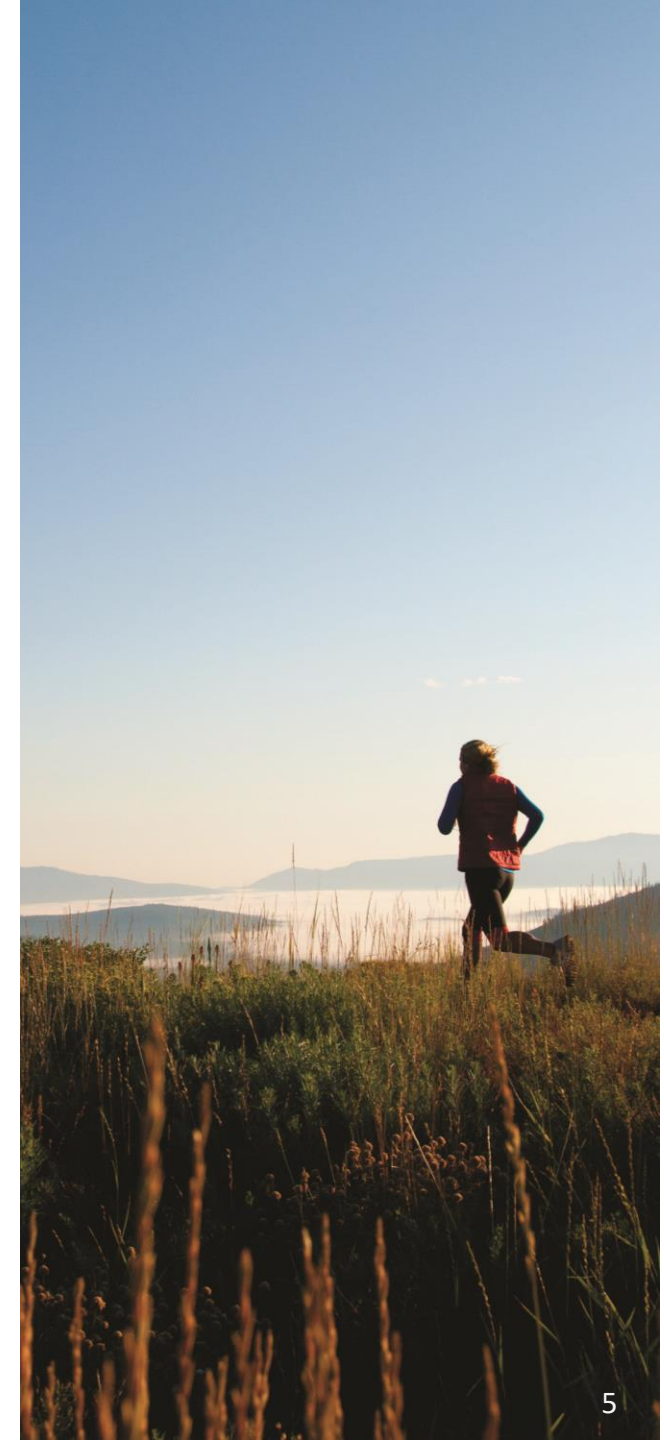
- Document current conditions - **complete**
- Benchmark HOA Chartered Clubs policies and guidelines - **complete**
- Meetings with Tahoe Donner Chartered Clubs leadership
  - Held initial meeting in summer 2024 specifically discussing potlucks and food and beverage services
  - Upcoming meeting to discuss other issues, concerns, and ideas for club management
- Building a framework of draft policy – **in progress**
- Board feedback and guidance on principles and key elements – **3/28/25 board meeting**
- Complete draft policy and review with Tahoe Donner Chartered Clubs leadership
- Legal review as needed
- Board of Directors consideration of the adoption of new policy



# DRAFT CHARTERED CLUB POLICY FRAMEWORK

Below is the general chartered club policy framework.

- I. **ADMINISTRATIVE RESOLUTION:** Background, TDA authority, and recitals
- II. **GENERAL INFORMATION:** Describes club authority and responsibilities
- III. **ESTABLISHING A CHARTERED CLUB:** The process to establish a club, who may initiate the process, charter requirements, and reporting
- IV. **CLUB MEMBERSHIP:** Who may join, limits on non-TDA members, benefits, prospective members, and guests, member conduct
- V. **CLUB OPERATION:** Guidance and regulation on club governance, staff support, management, communication, advertising, and club dissolution/disbandment
- VI. **ASSOCIATION FACILITY USAGE:** Guidance and parameters for the use of association facilities, including reservation requirements, order of priority, potlucks, catering, and other relevant details
- VII. **ASSOCIATION EQUIPMENT USAGE:** Guidance and parameters on use of association equipment
- VIII. **FINANCIAL & LEGAL INFORMATION:** Guidance and procedures for accountability, banking, records, insurance, liability, and other related matters
- IX. **APPENDICES:** Application for Establishing a Chartered Club, Sample Bylaws, Sample Club Membership Application and Release of Liability, Incident/Accident Report, Club Facility Use Reservation Request, etc.



# DRAFT POLICY PRINCIPLES + KEY ELEMENTS

## DRAFT PRINCIPLES OF THE POLICY:

- Policy guidance includes good governance principles and best practices, risk management, respectful actions, transparency, and clear communication
- Ensure a healthy and safe environment and protect the Association and its assets
- Clubs support and enhance community building, sense of belonging, and member value
- Clarify eligibility for chartered club membership
- Clarify the standing of chartered clubs as a member priority benefit
- Support clubs with member outreach through regular communications and a conscious effort to provide low-cost options for facility use and services
- Direct club activity costs will be covered by the club

**Are there any other guiding principles the Board is interested in providing?**



# DRAFT POLICY KEY ELEMENTS - FACILITY USE

TOPIC	CURRENT	DRAFT PROPOSED KEY ELEMENTS
Priority Use of Facilities	None established by policy	<p>Priority order of use of facilities is as follows,</p> <ol style="list-style-type: none"> <li>1. Management, BOD, committees</li> <li>2. Association events</li> <li>3. Regularly scheduled club events**</li> <li>4. Member reservation rentals</li> <li>5. Public reservation rentals</li> <li>6. Unscheduled activities</li> </ol> <p><i>**Priority subject to minimum # of events guarantee and paid use of space depending on venue location</i></p>
Site Fees	All chartered clubs are provided facilities for their activities as no charge, i.e., site fees are waived	No change
Use of Facility Fees	Space includes existing furniture and trash receptacles. Any additional equipment, special setup, or other services will require a fee charge	Continue with language, and include, fees are detailed during the annual budget process under Club Facility Use Fees

# DRAFT POLICY KEY ELEMENTS – FACILITY USE

TOPIC	CURRENT	DRAFT PROPOSED KEY ELEMENTS
Alcoholic Beverages	<p>The use of alcoholic beverages must comply with local and state regulations and are subject to Tahoe Donner facility ABC license requirements and regulations*</p> <p>A corkage fee will apply for alcoholic beverages at licensed facilities should a club choose to purchase and provide alcohol during an event</p>	<p>The corkage fee will be detailed during the annual budget process under Club Facility Use Fees</p>
Potlucks	<p>Potluck defined as; Tahoe Donner provides without fee, space and existing furniture only. All else is provided by the clubs.</p>	<p>This is a club social gathering or event that requires Tahoe Donner meeting space and existing furniture, provided at no additional fee. The clubs provide everything to facilitate meetings or activities, including food and beverage (*See Alcoholic Beverages), supplies, setup, and cleanup.</p> <p>Potluck food can consist of homemade food by club members and/or store-bought items</p> <p>Potlucks may be restricted to certain facility spaces depending on season</p>
Outside Catering Services	<p>No policy guidance. Practice has been to prohibit outside catering services.</p>	<p>No outside catering services are allowed to operate on TDA premises for club events unless booked by Tahoe Donner</p>



# DRAFT POLICY KEY ELEMENTS – FOOD + BEVERAGE

CURRENT BANQUET + EVENT BREAKDOWN				
DETAIL	PUBLIC	NON-PROFIT	MEMBER	CHARTERED CLUB
Site Fee	Market	\$0 fee - 50% off depending on event and time of year	20% off	Waived
Additional equipment + services fee(s)	Market	Market	Market	Market
Food offerings	Market	Market	20% off	20% off
Tax	Tax applied	Tax applied	Tax applied	Tax applied
Gratuity	22% standard group gratuity applied	22% standard group gratuity applied	22% standard group gratuity applied	22% standard group gratuity applied
		*Discounts are not available during established holiday date periods		

# DRAFT POLICY KEY ELEMENTS – FACILITY USE

TOPIC	CURRENT	DRAFT PROPOSED KEY ELEMENTS
Association Catering Services	<p>See the 2014-5 policy for specific pricing details, including corkage (\$10/bottle), member discount on banquet menu pricing, etc.</p> <p>Peak holiday period restrictions apply</p>	<p>Peak holiday period restrictions continue to apply</p> <p>Fees and discounts are detailed during the annual budget process under Club Facility Use Fees</p> <p>Establish differentiation between Chartered Club Discount and Member Discount for menu pricing</p> <p>Establish Special Club Menus and Pricing (draft pricing is Cost + 30% + tax + gratuity)</p>

# BOARD FEEDBACK

Staff will summarize board feedback on principles and key elements.

Is there other feedback that the Board is interested in providing?



4-Wheelers Club



Junior Golf Club



Quilting Club

# NEXT STEPS

- Integrate Board feedback and guidance on principles and key elements into draft policy
- Review with Tahoe Donner Chartered Clubs leadership
- Legal review as needed
- Board of Directors' consideration of the adoption of new policy



**THANK YOU**