

R-22-60
Meeting 22-08
April 28, 2022

AGENDA ITEM #4

To: Board of Directors
Open Space Authority

From: Andrea Mackenzie
General Manager

SUBJECT

Approval of Amendments to Gift Acceptance and Recognition Policy #BRD-035

REVENUE/COST

There is no cost associated with this item.

BACKGROUND

On June 10, 2010, the Santa Clara Valley Open Space Authority (Authority) Board of Directors (Board) approved Resolution 10-16, creating a Gift Acceptance and Recognition Policy (Policy). The Policy's purpose is to establish a framework for the acceptance and recognition of gifts to the Authority.

DISCUSSION

The Policy is being updated to improve clarity, reflect current best practices regarding tax treatment of donations, reflect current staff roles, and to align the Policy more closely with the agency's mission and values.

The most significant change to the updated Policy is to section 4.2 Recognition. The types of recognition awarded based on the amount/value of the donation have been significantly simplified and more closely aligned with our agency's mission and values. The *current* Policy divides donation amounts into seven tiers, with each tier specifying an additional physical recognition item to be provided to the donor. The proposed *updated* Policy, in contrast, identifies just two tiers, and recognition for each tier is in the form of formal Board recognition for Level 1, and additionally, a property tour with Authority staff for Level 2. All donors receive a thank you letter, regardless of donation amount.

Other changes to the document include moving the Definitions and Responsibilities sections to the top of the document and clarifying / updating wording in those and the remaining sections of the Policy.

RECOMMENDATION

Staff recommends approval of the amendments to Gift Acceptance and Recognition Policy #BRD-035.

Prepared by:
Charlotte Graham, Public Information Officer

Attachment(s): *Resolution 22-46 – A Resolution of the Governing Board of the Santa Clara Valley Open Space Authority Adopting Amendments to the Gift Acceptance and Recognition Policy #BRD-035*

Exhibit F – Current Gift Acceptance and Recognition Policy #BRD-035

Exhibit G – DRAFT 2022 Modified Gift Acceptance and Recognition Policy_redlined