

Enhanced Access Control Recommendations for Henry For Music Board Portal

Public Sections (For Transparency & Engagement)

Next Board Meeting - Date, time, location, and agenda summary.

Agendas & Summaries - High-level board agendas and meeting takeaways.

Governance & Transparency - Includes Bylaws, Mission/Vision, and IRS 501(c)(3) Letter.

Volunteer & Sponsorship Opportunities - Ways for the public to get involved and support.

Private (Board-Only) Sections (For Confidentiality & Decision-Making)

Organizational Documents & Compliance Records - Includes Annual Registrations, Incorporation Certificates, and Tax Filings.

Full Meeting Minutes & Voting Records - Detailed board discussions and votes.

Board Resolutions & Motions - Approved board actions and decisions.

Financial Reports & Funding Updates - Budget details, fundraising reports, and grant applications.

Planning & Development - Strategic planning documents and major event planning.

Policies, Governance & Legal - HR policies, legal documentation, and governance materials.

Restricted Administrative Access (Executive Board & Key Staff Only)

Executive-Only Documents - Access restricted to President, Treasurer, Secretary, and Legal Officers.

- Draft board resolutions before approval.
- Pending contracts & legal agreements.
- Restricted financial statements (not yet board-approved).
- Confidential personnel matters.

Next Steps for Secure Implementation

1. Public vs. Private Document Handling:

- Public documents (bylaws, agendas) remain accessible.
- Private materials are stored securely with login authentication.

2. Access Management & Security:

- Use HFM website login credentials for board members.
- Implement tiered admin access for executives and general board members.

3. Routine Updates & Board Training:

- Ensure board members understand how to access the portal.
- Regularly update and archive older documents.
- This access structure will be reviewed annually to ensure compliance with nonprofit governance best practices.

Board Portal User Guide

Step 1: Visit <https://henryformusic.org/board>

Step 2: Click on 'Board Member Login'

Step 3: Enter your HFM credentials (created during registration)

Step 4: Navigate the sections based on your access level

Step 5: For help, refer to the Quick Contact section below.

Board Portal Update & Review Timeline

Board meeting agendas will be uploaded 3-5 days before each meeting.

Meeting minutes and financial reports will be updated within 7 days after approval.

Strategic documents and policies will be reviewed quarterly for accuracy.

Annual review of governance and compliance documents will take place each December.

Quick Contact for Board Portal Assistance

For portal access issues or technical support, contact:

Kevina Franklin - Kevina@HenryforMusic.org

Confidentiality Reminder for Board Members

All private materials are for internal use only.

Sharing sensitive board documents outside of Henry For Music is strictly prohibited unless approved by the executive board.

Board members are responsible for safeguarding access credentials and maintaining document confidentiality.

Final Access Structure Summary

Section	Who Can Access?
Next Board Meeting	Public
Agendas & Summaries	Public
Governance & Transparency	Public
Volunteer & Sponsorship Opportunities	Public
Organizational Documents & Compliance	Board-Only
Full Meeting Minutes & Voting Records	Board-Only
Board Resolutions & Motions	Board-Only
Financial Reports & Funding Updates	Board-Only
Planning & Development	Board-Only
Policies, Governance & Legal	Board-Only
Executive-Only Documents	President, Treasurer, Secretary, Legal Officers