

## LONG-RANGE PLANNING COMMITTEE GUIDELINES

*Since we belong to a co-op, personal mileage will be reimbursed only with the prior approval of the Board of Directors. Any expenditure over \$500 will need to be Board approved. All expenditures must be approved in writing before monies are spent, including purchases with petty cash. IF NOT APPROVED BEFOREHAND, THE BUYER WILL NOT BE REIMBURSED.*

The goal of the committee is to create and review a long-range plan for Kofa Ko-op which includes evaluating financial and human resources to develop and proactively manage them assuring a Park that is both viable and financially sound for the long-term. The committee should collect data, research and member input which may be provided to the Board and other committees for use in financial planning relative to preparedness for future facility failures and improvements. The committee consists of up to five board-appointed members.

The committee members shall:

- Identify a list of potential facility issues, improvement needs, and other issues likely to impact the Park, etc. to help develop Park goals
  - Members shall utilize tools to collect information for compilation:
    1. Obtain and utilize professional counsel where needed
    2. Interview members, active volunteers, visitors/renters, Maintenance and other committees to obtain knowledge regarding present needs, areas of concern and future needs and desires, to insure a viable Park
  - The committee shall develop and vote on a poll to determine the 5 most important “issues” for the Park, on a scale of 1 to 5, with five being the most urgent, for consideration and action.
  - The committee should subsequently
    1. a) set goals, b) create a plan of action c) address budgetary items (as needed), as a group, in accordance with gathered information and poll results
    2. Present any action plans, budgetary requests, etc. to the Board upon completion of plans
    3. Present plans to the membership, in accordance with Park rules

In committee discussions, members shall:

- Be able to share visions and concerns for the Park freely and confidentially, with attention given to the task, time management, and respectful critiques
- Exhibit integrity and respect for each other in discussions and interactions as well as respect for Park rules and by-laws
- Exhibit no “personal agenda”

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Chairperson

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Date

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Board Approval

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Date