

LIMITS OF AUTHORITY

1.0 Purpose:

- 1.1 The purpose of this policy is to establish standards for limits on TASHCO board authority.

2.0 Scope:

- 2.1 This policy applies to all members of the TASHCO Board of Directors.

3.0 Policy:

- 3.1 The purpose of this policy is to set a standard regarding express or implied verbal or written commitments made by members of the TASHCO Board of Directors.

3.1.1 A majority of a quorum is necessary for any TASHCO action.

3.1.2 The TASHCO By-laws require that all TASHCO actions are subject to City of Thornton Policy and Procedure.

3.1.4 A policy to formally identify and clarify the limits of authority for members of the TASHCO Board of Directors will serve to protect the best interests of the City of Thornton and the TASHCO board.

3.1.5 A policy to identify and clarify the limits of authority for the TASHCO board will serve to protect the integrity of the City of Thornton and the TASHCO board in matters that may involve a real or perceived conflict of interest or impropriety.

4.0 Procedures:

4.1 No TASHCO board member may make any express or implied monetary commitment on behalf of the City of Thornton or TASHCO prior to official action of the board.

4.2 No TASHCO Board member may claim or receive reimbursement from TASHCO or the City of Thornton for expenditures made from personal funds.

- 4.3 All expenditures are subject to established City of Thornton procurement policies and procedures.
- 4.4 All transactions from TASHCO and City funds must be coordinated through and conducted by City staff in the Department of Community Services.
- 4.5 No TASHCO Board Member may independently make express or implied commitments for the use of City facilities, equipment or supplies.
- 4.6 All inquiries regarding the use of City facilities, equipment or supplies must be directed to City staff in the Department of Community Services.
- 4.7 No TASHCO Board member may make express or implied commitments involving programming, entertainment, displays, events, contracts, sponsorships, scheduling or any other action unless the TASHCO Board has formally considered and approved such commitment(s).
- 4.8 All communications and actions regarding services or requests for information with other City of Thornton departments and operations will be coordinated and conducted by City staff in the Department of Community Services.

5.0 Distribution:

- 5.1 To all member of the TASHCO Board of Directors.



Frank Newton  
President – TASHCO Board of Directors

11/18/13

Date

## SUBMITTAL OF PROPOSALS

### 1.0 Purpose:

- 1.1 The purpose of this policy is to establish a standard for the submittal of proposals to the TASHCO Board of Directors.

### 2.0 Scope:

- 2.1 This policy applies to all members of the TASHCO Board of Directors.

### 3.0 Policy:

- 3.1 The purpose of this policy is to set a standard policy to be exercised by individual or multiple TASHCO Board members or outside organizations/individuals in recommending proposed actions or projects to the Board of Directors for consideration.
  - 3.1.1 The establishment of a standard process for the submittal of proposals to the TASHCO Board of Directors will ensure proper communication and approvals are in place for potential actions or projects being recommended.
  - 3.1.2 The TASHCO Board of Directors may approve or disapprove any proposal, in part or in whole, presented for consideration. A proposal that has been disapproved may be resubmitted to the Board only if the circumstances that led to the rejection change substantially.
  - 3.1.3 The Board of Directors may request additional information regarding the proposal prior to making a final decision.
  - 3.1.4 The Board of Directors may direct the proposal to an existing on-going subcommittee or establish an ad hoc subcommittee for a specific period of time. The subcommittee or ad hoc committee shall report all activities and actions regarding their assignment to the Board of Directors during regularly scheduled meetings of the Board.
  - 3.1.5 No commitments, agreements or financial obligations on TASHCO's behalf, express or implied, may be made aside from established TASHCO bylaws or without action of the Board of

Directors. No commitments, agreements, or financial obligations may be made aside from established City policy and procedure.

4.0 Procedures:

4.1 Any Board member, group of Board members, outside organization or outside individual may present a proposal to the TASHCO Board of Directors during regularly scheduled meetings of the full Board. Proposal content should be prepared in a fashion that will allow the Board to consider the widest range of information possible in order to act on the matter. By way of example and not limited to:

- 4.1.1 Timing/scheduling.
- 4.1.2 Estimated total cost.
- 4.1.3 Recommended funding source.
- 4.1.4 Estimated supply requirements.
- 4.1.5 Required Board resources.
- 4.1.6 Required community or outside resources.
- 4.1.7 Required staff resources.
- 4.1.8 Required facility resources.
- 4.1.9 Required maintenance.

4.2 The Board of Directors may act on the proposal in one or more of the following ways:

- 4.2.1 Approve the recommendation.
- 4.2.2 Disapprove the recommendation.
- 4.2.3 Table the recommendation with no further action for a specific period of time.
- 4.2.4 Table the recommendation with instructions to the requestor or staff to provide clarification or information.
- 4.2.5 Assign the matter to an established subcommittee for action and future reporting to the Board.

4.2.6 Establish and assign the matter to an ad hoc subcommittee for action and future reporting to the Board.

5.0 Distribution:

5.1 To all members of the TASHCO Board of Directors.



Frank Newton  
President – TASHCO Board of Directors

11/18/13

Date

## GRAPHIC DESIGN AND LOGO/NAME USE

### 1.0 Purpose:

- 1.1 The purpose of this policy is to establish a standard for the approval of internal graphic design and use of the TASHCO logo and name by outside organizations. This policy further sets forth a standard for the use of the Scientific and Cultural Facilities District (SCFD) logo and name, as well as other organizations providing grant funding to TASHCO.

### 2.0 Scope:

- 2.1 This policy applies to all members of the TASHCO Board of Directors. The Policy shall also apply to all requests for use of the TASHCO name and logo by outside organizations and all matters regarding graphic design.

### 3.0 Policy:

- 3.1 The purpose of this policy is to set a standard policy to be exercised by the Board in approving internal graphic design and use of the official TASHCO name and logo by outside organizations.
  - 3.1.1 The development and use of graphic design for various promotional and informational communications released to the public by the TASHCO Board is a reflection of the Board's identity. Prior to its release, it is necessary to develop a procedure to review copy to ensure quality and accuracy.
  - 3.1.2 The TASHCO logo may be used by those community organizations which are formally endorsed by the Board that promote and support TASHCO visions and goals.
  - 3.1.3 A process to formally approve graphic communications and requests for outside use of the name and logo will protect TASHCO's image in the community.
  - 3.1.4 All TASHCO and City related programming supported by SCFD grant funding shall display the SCFD logo and name in compliance with all SCFD specifications and formats, current or as amended. This policy also applies to grantors other than

SCFD that require the display of their name and/or logo as a condition of the grant.

4.0 Procedures:

- 4.1 The TASHCO Board shall establish a subcommittee of no less than three Board members for the purpose of monitoring the use of the TASHCO logo and name in accordance with TASHCO's purpose and policies. The subcommittee shall report all activities and actions regarding their assignment to the Board during regular TASHCO meetings.
- 4.2 TASHCO shall establish and maintain an online media kit containing:
  - 4.2.1 An accessible and reproducible image of the TASHCO logo as it is to be displayed on published materials approved by the TASHCO Board.
  - 4.2.2 Excerpts from TASHCO bylaws and policies as they pertain to this policy (i.e. vision and goals, mission statement, endorsement policies, etc.)
  - 4.2.3 A clear statement regarding the acceptable dimensions and proportions as they relate to the size of the published material (logo image may be larger than, but not smaller than):
    - 4.2.3.1 5/8 in. by 1 5/8 in on a 5½ x 8½ in. program or poster.
    - 4.2.3.2 ¾ in. by 2 1/8 in. on an 8½ x 11 in. or larger poster.
- 4.3 Any organization or person not already endorsed by the TASHCO Board may request approval for the single/one time use of the TASHCO name and logo from the subcommittee that monitors the appropriate use of such name and logo.
- 4.4 TASHCO media kit shall be made available to those organizations and persons who have been endorsed by the TASHCO Board.
- 4.5 Once approved such approval shall continue so long as:
  - 4.5.1 The use is in keeping with TASHCO's purpose and policies.
  - 4.5.2 The use is directly related to promotion of the arts, sciences and humanities.

- 4.5.3 The logo is displayed in a manner that is legible and clear without deviation from color or arrangement of image as it appears in the media kit.
  - 4.5.4 The use is not in conflict with any current or subsequent standards established by the City of Thornton.
  - 4.5.6 The endorsed organizations have sent the subcommittee a copy of all publications using the TASHCO logo.
- 4.6 The subcommittee can recommend to the Board that an endorsed Organizations' rights to use the logo should be revoked if it violates the terms of this policy.
- 5.0 Distribution:
- 5.1 To all members of the TASHCO Board of Directors.

  
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Frank Newton  
President – TASHCO Board of Directors

11/18/13  
\_\_\_\_\_  
Date



## GRANTS AND PASS-THROUGH FUNDING

### 1.0 Purpose:

- 1.1 The purpose of this policy is to establish a standard for presentation of grants and funding pass-through.

### 2.0 Scope:

- 2.1 This policy applies to all members of the TASHCO Board of Directors.

### 3.0 Policy:

- 3.1 The purpose of this policy is to set a standard for grants and funding pass-through.

- 3.1.1 TASHCO may take action to present grant awards from available TASHCO funds to outside non-profit corporations that share the same goals and vision for promoting the arts and humanities in the community.

- 3.1.2 TASHCO take action to allow the pass-through of donated funding to outside non-profits that share the same goals and vision for promoting the arts and humanities prior to formal approval as a 501(c)(3) organization.

- 3.1.3 Supporting and helping to sustain viable outside non-profit corporations will serve to promote and enhance TASHCO's efforts and reputation throughout the community.

### 4.0 Procedures:

- 4.1 This TASHCO policy is structured to address two separate functions regarding funds for outside non-profit organizations.

- 4.1.1 The award of grant funds.

- 4.1.2 The pass-through of funds donated and earmarked for a specific outside organization pending approval of non-profit 501(c)(3) status.

4.2 Grants.

- 4.2.1 A grant award may be provided to outside non-profit arts and humanities organizations by TASHCO action.
- 4.2.2 The TASHCO Board may award a grant in any amount it deems appropriate from funding available from the then current annual approved budget.
- 4.2.3 Disbursement and record of all grant awards will be conducted and maintained through the City of Thornton Finance Department.
- 4.2.4 TASHCO shall require a written grant request from every grant applicant including the following:
  - 4.2.4.1 The vision and goal of the organization.
  - 4.2.4.2 A copy of its organizational by-laws.
  - 4.2.4.3 Verification of the outside organization's status as an approved or pending non-profit corporation and amount requested.
  - 4.2.4.4 An operational plan explaining the detailed process envisioned or undertaken in support of the organization's progress and success. The operational plan will include anticipated or documented:
    - 4.2.4.4.1 Types of performances.
    - 4.2.4.4.2 Venue sources.
    - 4.2.4.4.3 Performance frequency.
    - 4.2.4.4.4 Sources of additional funding.
    - 4.2.4.4.5 Membership numbers and source.
    - 4.2.4.4.6 Demographics of the applicant's target audience.
    - 4.2.4.4.7 A statement regarding how the applicant organization will benefit surrounding

communities and specifically how it will benefit the citizens of the City of Thornton.

4.2.4.4.8 A statement of applicant's agreement to, at the request of the TASHCO Board, actively support and promote TASHCO as an endorsing organization during the execution of their promotion and programming.

4.2.4.4.9 A statement of agreement that TASHCO reserves the exclusive and sole right to rescind its endorsement of any outside group and can require the immediate discontinuance of any published or verbal promotion involving the TASHCO logo or name.

4.2.5 TASHCO may require an oral presentation from any grant applicant prior to taking grant award action.

### 4.3 Pass-through Funding

4.3.1 At the sole discretion and via a majority vote of the TASHCO Board, outside non-profits pending formal 501(c)(3) designation and on an individual basis may request that donations earmarked for their organization be passed through TASHCO and be reissued to their pending non-profit.

4.3.2 All donations passing through TASHCO must be in the form of a check made out to TASHCO and must clearly indicate the organization for which it is intended. TASHCO will not be responsible for funds not clearly earmarked for pass-through. No alternate payment method, pledge or other verbal donation will be eligible for pass-through accommodations.

4.3.3 Funding will not be reissued until checks have cleared the bank.

4.3.4 Disbursement and records of all pass-through funds will be accommodated and maintained through established City of Thornton budgetary and financial processes.

4.3.5 The City will issue donor statements for tax purposes for amounts exceeding \$100 or if requested by the donor.

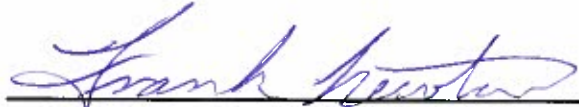
- 4.3.6 TASHCO shall require a written funding pass-through request from every applicant including the following:
  - 4.3.6.1 The vision and goal of their organization.
  - 4.3.6.2 A copy of established organizational by-laws.
  - 4.3.6.3 Verification of the outside organization's status as a pending non-profit and amount being requested.
  - 4.3.6.4 An operational plan explaining the detailed process envisioned in support of the organization's progress and success. The operational plan will include:
    - 4.3.6.4.1 Anticipated or documented types of performances.
    - 4.3.6.4.2 Anticipated or documented venue sources.
    - 4.3.6.4.3 Anticipated or documented performance frequency.
    - 4.3.6.4.4 Anticipated or documented sources of additional funding.
    - 4.3.6.4.5 Anticipated or documented membership numbers and source.
    - 4.3.6.4.6 Anticipated or documented demographics of the applicant's target audience.
    - 4.3.6.4.7 A statement regarding how the applicant organization will benefit surrounding communities and specifically how it will benefit the citizens of the City of Thornton.
    - 4.3.6.4.8 A statement of applicant's agreement to, at the request of the TASHCO Board, actively support and promote TASHCO as an endorsing organization during the execution of their promotion and programming.

4.3.6.4.9 A statement of agreement that TASHCO reserves the exclusive and sole right to rescind its endorsement of any outside group and can require the immediate discontinuance of any published or verbal promotion involving the TASHCO logo or name.

4.3.7 TASHCO may require an oral presentation from any pass-through applicants prior to making a decision to approve.

5.0 Distribution:

5.1 To all members of the TASHCO Board of Directors.



Frank Newton  
President – TASHCO Board of Directors

11/18/13

Date

## MEMBERSHIP

### 1.0 Purpose:

- 1.1 The purpose of this policy is to establish a standard for membership to TASHCO.

### 2.0 Scope:

- 2.1 This policy applies to all TASHCO Board members and membership.

### 3.0 Policy:

- 3.1 The purpose of this policy is to set a standard for membership in TASHCO.
  - 3.1.1 Individual and group memberships will strengthen the visibility and reputation of TASHCO.
  - 3.1.2 Promoting and sustaining a viable membership program will serve to increase participation and support throughout the community.
  - 3.1.3 Promoting and sustaining a viable membership program will result in a financial benefit to TASHCO.

### 4.0 Procedures:

- 4.1 The TASHCO membership program will be structured under three categories; Members, Supporting Members and Arts Community Members. Memberships under all three categories will require annual renewal on the anniversary of initial membership. The TASHCO Board will conduct an annual membership drive.
- 4.2 Members Requirements and Benefits
  - 4.2.1 Requirements
    - 4.2.1.1 Expression of interest in TASHCO's mission, projects and events.

- 4.2.1.2 Submission of contact information to TASHCO's resource list.
- 4.2.1.3 Contribution of \$25 or more for membership or renewal.
  - 4.2.1.3.1 Sustaining Membership (Individual) \$25
  - 4.2.1.3.2 Sustaining Membership (Family) \$35
  - 4.2.1.3.3 Supporting Membership (Individual or Family) \$100
  - 4.2.1.3.4 Patron Membership (Individual or Family) \$500
  - 4.2.1.3.5 Benefactor Membership (Individual or Family) \$1,000
- 4.2.2 Benefits
  - 4.2.2.1 Member's identification card and TASHCO pin.
  - 4.2.2.2 Notice of TASHCO events and projects.
  - 4.2.2.3 Opportunity to volunteer and participant in projects.
  - 4.2.2.4 Free or discounted admission to TASHCO sponsored events.
  - 4.2.2.5 Discounts or prizes as might be offered by TASHCO and supporting businesses.
- 4.3 Supporting Business Member Requirements and Benefits
  - 4.3.1 Requirements
    - 4.3.1.1 Offers discounts or similar privileges to TASHCO members showing current membership identification card.
    - 4.3.1.2 Displays a TASHCO Supporting Business Member's logo decal in window or door of their business.
    - 4.3.1.3 Contribution of \$100 or more for Business Membership or renewal.

- 4.3.1.3.1 Supporting Membership \$100
- 4.3.1.3.2 Patron Membership \$500
- 4.3.1.3.3 Benefactor Membership \$1,000
- 4.3.1.3.4 Community Builder Membership \$5,000

4.3.2 Benefits

- 4.3.2.1 Supporting Business Member identification card and TASHCO pin.
- 4.3.2.2 Promotion of business on selected TASHCO correspondence, displays and at events.
- 4.3.2.3 Promotion of business to TASHCO members.
- 4.3.2.4 Opportunity to connect with public as a good citizen/neighbor business.
- 4.3.2.5 Notice of TASHCO events and projects.
- 4.3.2.6 Free or discounted admission to TASHCO sponsored events.
- 4.3.2.7 Opportunity to sponsor specific TASHCO events.

4.4 Arts Community Member Requirements and Benefits

4.4.1 Requirements

- 4.4.1.1 Must be an arts, sciences, humanities related club, association or community organization who shares TASHCO's purpose and philosophy.
- 4.4.1.2 Offers discounts or similar privileges to TASHCO members showing current membership identification.
- 4.4.1.3 Displays a TASHCO Arts Community Members logo decal in window or door of their business.
- 4.4.1.4 Contribution of \$100 or more for Arts Community Membership or renewal.




- 4.4.1.4.1 Supporting Membership \$100
- 4.4.1.4.2 Patron Membership \$500
- 4.4.1.4.3 Benefactor Membership \$1,000
- 4.4.1.4.4 Community Builder Membership \$5,000

4.4.2 Benefits

- 4.4.2.1 Arts Community Member identification card and TASHCO pin.
- 4.4.2.2 Promotion of organization on selected TASHCO correspondence, displays and at events.
- 4.4.2.3 Promotion of organization to TASHCO members.
- 4.4.2.4 Opportunity to connect with public as a good citizen/ neighbor business.
- 4.4.2.5 Notice of TASHCO events and projects.
- 4.4.2.6 Free or discounted admission to TASHCO sponsored events.

5.0 Distribution:

- 5.1 To all TASHCO Boardmembers, Officers, and City staff liaisons to the TASHCO Board of Directors.



Frank Newton  
President – TASHCO Board of Directors

11/18/13

Date

**EXPENDITURE OF FUNDS FOR TASHCO EVENTS**

**1.0 Purpose:**

- 1.1 The purpose of this policy is to establish a standard for the expenditure of TASHCO funds by City staff for TASHCO events.

**2.0 Scope:**

- 2.1 This policy applies to all members of the TASHCO Board of Directors and City staff.

**3.0 Policy:**

- 3.1 The purpose of this policy is to set a specific amount of TASHCO funds available to City staff for TASHCO events when an emergency arises.
  - 3.1.1 The proper execution of events is a paramount issue in the promotion and future community support of TASHCO programming.
  - 3.1.2 From time to time, during TASHCO event preparation, it becomes necessary for staff to react promptly to unforeseen needs and conditions.
  - 3.1.3 Because Board approval cannot always be obtained in a timely fashion, it is occasionally necessary for City staff to spend TASHCO funds for unforeseen goods or services related to a TASHCO event.

**4.0 Procedures:**

- 4.1 The TASHCO Board authorizes the Executive Director for Community Services, or his designee, to spend up to \$2,500 for unforeseen/emergency purchases that may be necessary related to a TASHCO event.
- 4.2 All expenditures within the designated limit shall be restricted to purchases where it would be to obtain TASHCO Board approved and delay would negatively impact or disrupt a TASHCO event.
- 4.3 The amount for discretionary expenditure may be amended or eliminated any time by Board action.

4.4 City staff will make every reasonable attempt to notify a member of the TASHCO Board prior to making any such expenditure.

4.5 City staff will report all details regarding any expenditure made pursuant to this policy at the next scheduled TASHCO meeting following such expenditure.

5.0 Distribution:

5.1 To all members of the TASHCO Board of Directors and City staff.



Frank Newton  
President – TASHCO Board of Directors

11/18/13

Date

DISCRETIONARY ACQUISITION OF ART

1.0 Purpose:

1.1 The purpose of this policy is to establish a standard process for the discretionary acquisition of visual art.

2.0 Scope:

2.1 This policy applies to all members of the TASHCO Board of Directors and sub-committee members.

3.0 Policy:

3.1 The TASHCO Board has established this policy for the discretionary acquisition of visual art.

4.0 Procedures:

4.1 From time to time the TASHCO Board may identify miscellaneous works of art featured in community exhibits or other venues that are determined to be desirable for permanent inclusion in the City's public art collection.

4.2 Individual pieces of artwork considered for discretionary purchase will be subject to City procurement rules and regulations.

4.3 Annually, TASHCO will take action to determine the public art fund budget for discretionary art purchases. Expenditures in excess of such budgeted amount shall require further action.

4.4 The TASHCO Board may assign a sub-committee to make recommendations for the purchase of art, placement and/or acceptance of art donations; however, final selection, placement and donation acceptance require TASHCO Board action.

4.5 To avoid the appearance of impropriety, any artwork produced by a TASHCO Board member is not available for purchase by the Board.

5.0 Distribution:

5.1 To all members of the TASHCO Board of Directors.

  
Frank Newton  
President – TASHCO Board of Directors

11/18/13  
Date

## BOARD ATTENDANCE

### 1.0 Purpose:

- 1.1 The purpose of this policy is to establish a standard for attendance at scheduled TASHCO meetings.

### 2.0 Scope:

- 2.1 This policy applies to all members of the TASHCO Board of Directors.

### 3.0 Policy:

- 3.1 The purpose of this policy is to communicate the importance of regular attendance at scheduled TASHCO Board meetings and to adopt a method to address repeated non-attendance.

- 3.1.1 The contribution of each member of the TASHCO Board of Directors is instrumental to the success of the Board.

- 3.1.2 In order to seat a sufficient quorum at each TASHCO Board meeting; required to conduct official business, it is imperative that the members of the Board of Directors are in attendance at each scheduled meeting of the Board unless unavoidable circumstances exist.

### 4.0 Procedures:

- 4.1 Each member of the TASHCO Board is required to commit to regular attendance at all scheduled meetings.

- 4.2 Each TASHCO Board member is required to make every reasonable attempt to notify the Board Recording Secretary or an Arts and Culture staff member prior missing a scheduled meeting.

- 4.3 Upon any member missing three (3) consecutive meetings without notification, or chronically missing meetings even with notification, the TASHCO Board may take the matter up for clarification and/or action.

