

## MISCELLANEOUS POLICIES

These policies have been gleaned from the Board of Director meetings from 2014 forward.

1. The **501 (c) (3) reporting** requirements are to be included **in the Procedures Manual**.
2. ESAC **authorized signatories** need to be approved by name and office after each annual election **by resolution**.
3. **Checks** will be issued with **one authorized signature**
4. **Contract approval** any contract or mortgage of more than one year duration or more than \$1,000 requires Board approval. If action is **required** prior to the next Board meeting consent may be by telephone, email or other similar method.
5. A **draft newsletter** will be sent to each ESAC Director for review and approval.
6. **Dues** will be \$15 per month.
7. **Incident report** form adopted.
8. A **Membership/Promotion Committee** was formed.
9. **Personal ads** must be dated, placed on designated bulletin board and removed after one month.
10. The **Prudent Reserve** is formally established at \$10,000.
11. The **Steering Committee** will receive **15%** of the 7th Tradition collections monthly. ESAC will continue to process collections on their behalf.
11. An ad hoc **Technology Committee formed** to determine responsible parties for electronic equipment. The committee report is due before December 31, 2019. The ad hoc **Technology Committee** was dissolved in October 2019.
12. Any executed **vendor contract** is to be retained **in the ESAC files**.
13. Any **vendor payment over \$500** except mortgage payments and MG&E bills must receive **preapproval** from the Board.
14. **Visitors** are allowed **three minutes** to make proposals or comments at Board meetings. Complicated issues should be in writing and given to the Secretary in advance of the meeting.