



**CTM Board Meeting Minutes
August 27, 2019
Clifton Recreation Center**

Present: Peter Block, Pat Borders, Joe Brunner, Brian Duffy, Stephanie Gilbreath, Buddy Goose, Robert Hamburg, Brad Hawse, Catherine Hicks, Rama Kasturi, Kevin Marsh, Malcolm Montgomery, Joyce Rich

Absent: Seth Maney, Vince Metzger

A quorum is present. Meeting called to order at 6:12 pm by President Hawse.

I. Approving Prior Meeting Minutes

Trustee Gilbreath moved to accept the July and August minutes. Trustee Montgomery seconded the motion. A vote was taken, and the motion passed unanimously.

II. Appointing New Trustee

Secretary Brunner moved to appoint Catherine Hicks to fill the Spohr vacancy left by former Trustee Spohr's resignation. Trustee Montgomery seconded the motion. Following a brief discussion, a vote was taken. The motion passed unanimously.

III. Treasurer's Report

Treasurer Goose gave a report on CTM's budget and accounts. Golf Outing revenues are still being counted. All expenses and revenues are within expectations. The certificates of deposit with Union Fidelity will continue on after the transition to the credit union. In September, our Clifton Market loan will come off the books as an asset now that the sale to the Singhs is final.

Treasurer Goose then gave a report on the Off Ludlow Gallery and mural project financials. Two thirds of the payments to muralists have been made. The murals account currently has approximately \$1400, with funds coming in from private donors and the Clifton Business Association. The fundraising goal is \$6,000, and combined with the sale of the original artwork that should fully fund the project. The Arts and Culture Committee doesn't expect any ongoing maintenance costs for the murals. So far, the Off Ludlow Gallery has generated approximately \$2,000 in revenue from donations and art sales, against approximately \$200 in expenses. The full spreadsheets are available on the Drive account.

IV. Arts and Culture Committee Report

Chair of the Arts and Culture Committee Sean Mullaney gave a report on the Committee's recent activities and goals. The Committee is using a GoFundMe account to fundraise for the mural project, but would prefer to avoid the associated fees and do donations through the CTM website if possible. Discussion ensued regarding whether this was feasible. Several trustees noted that the website is able to segregate donations for the Golf Outing and other specific projects. Trustee Duffy joined the meeting and noted that the easiest solution would be to put a link to the GoFundMe account on the CTM website. Chair Mullaney will draft a short article about the mural project for the website.

Regarding the Off Ludlow Gallery, the Arts and Culture Committee is using the same model as CCAC. The art in the gallery is owned by the artist and is consigned to CTM. The artist is responsible for the sales tax. Discussion ensued regarding legal advice previously circulated by Trustee Block and creating written descriptions of Gallery operations and procedures. A written description will be drafted and placed on the Drive account.

V. Nominating Committee Report

Vice President Borders gave a report on the Nominating Committee's activities. Vice President Borders, Treasurer Goose, and Trustee Hicks are on the Committee, as well as Eric Urbas and Mindy Wise as at-large members. The Committee will evaluate the five open positions (three for a three year term and two for a two year term) and identify candidates who can bring a diversity of skills and perspectives. Vice President Borders then moved to accept the members of the Nominating Committee. Vice President Rich seconded the motion. A vote was taken, and the motion passed unanimously.

VI. Spaghetti Dinner

Vice President Rich reported that the community spaghetti dinner honoring a neighborhood resident will take place Saturday, September 28th at 6:00 pm at the Masonic Lodge. The Trustees and community members in attendance discussed how to proceed with the event. Topics of discussion included whether a weeknight would get better attendance, how to market and promote the event, the criteria for nomination, and who should be nominated for recognition. Trustee Gilbreath volunteered to help design advertising for the event, and Trustee Duffy will work on creating a reservation system through the CTM website. The Trustees agreed to send nominations to Vice President Rich, who will collect and present them for a vote during the September meeting.

VII. Housing and Zoning Committee

Trustee Montgomery presented on two housing and zoning issues.

First, there is a variance request at 142 Lafayette Circle requesting permission to put a front porch roof in the front yard setback. A copy of the request is attached. Trustee Montgomery reported that he and Trustee Hicks spoke to the homeowners and the

neighbors, and there are no objections. Trustee Montgomery moved that the Board send a letter of no objection. Secretary Brunner seconded the motion. Following discussion regarding CTM's procedures for responding to variance requests, a vote was taken. The motion passed unanimously.

Second, there is a request from the owner of 3277 Jefferson Avenue (the Corinthian restaurant) is requesting an encroachment easement, no-build covenant, and lease on approximately 750 sq. ft. of Bishop Park. A copy of the request is attached. The building owners want to remodel the restaurant space and, specific to this request, put windows in the west wall of the building and install a concrete patio with outdoor seating. The easement and lease requests are directed to the Park Board and there is no formal opportunity for comment, but if the project goes forward it will come back to the zoning commissioner and the Housing and Zoning Committee.

Discussion ensued among the Trustees and the community members in attendance concerning the propriety of using park space for commercial purposes, whether this sets a precedent for future applications, the Park Board's and Corryville Community Council's positions, and whether to try and arrange a meeting with the building owner and other interested parties. The Board concluded that no action was necessary and that it would revisit the issue later.

VIII. Fundraising Committee Update

President Hawse gave an update on CTM's fundraising efforts. For the most part each individual event (i.e. Golf Outing, Memorial Day Parade, Holidays on Ludlow) and committee (i.e. Arts and Culture) has been doing fundraising on its own. Discussion ensued among the Trustees regarding whether these individual efforts should continue or whether the Fundraising Committee should be actively involved, the benefits/drawbacks of corporate sponsors for one-off donations vs. increasing membership vs. grant applications, and committee membership. The committee plans to meet in September to brainstorm ideas and anyone interested in serving should contact President Hawse.

IX. Clifton Plaza Update

Vice President Borders reported that discussions regarding Plaza improvements are ongoing. The CBA and CCF continue to follow up on the May community engagement session and are trying to winnow down ideas. He anticipates giving the Board a report in September or October. Discussion ensued among the Trustees and community members in attendance regarding various proposals for Plaza improvements and programming, as well as plans for future engagement sessions and discussions.

Vice President Borders also reported that the city has agreed to pay for a crosswalk across Ludlow at Ormond Avenue. He is trying to raise funds to allow it to be a rainbow-striped crosswalk to honor Doreen Quinn, and longtime Clifton resident who was instrumental in defeating Issue 3, an early-1990s proposal that would have allowed businesses to discriminate against individuals on the basis of sexual preference. Discussion

ensued among the Trustees regarding the cost difference for a rainbow crosswalk and timing for the project. President Hawse offered to help support the project as necessary.

X. Executive Committee Standing Rule And Internal Policies

President Hawse introduced the draft Executive Committee Standing Rule first proposed by Trustee Marsh in January, and moved that the Board adopt it. Discussion ensued among the Trustees regarding the status of the Bylaws Committee's review of the document and when there will be a revised version. Trustee Montgomery indicated that a revised version could be introduced at the October meeting. Following discussion, President Hawse withdrew the motion.

Secretary Brunner introduced draft document retention and anti-retaliation policies and moved that the Board adopt them. Trustee Montgomery seconded the motion. Discussion ensued among the Trustees regarding the revisions to the document retention policy to address concerns regarding the length of the retention period for emails and requirements imposed on former trustees. Following discussion, a vote was taken. The motion passed unanimously. Copies of the policies as adopted are attached.

XI. Membership Committee Report

Trustee Marsh gave an update on the current membership numbers and revenue. Membership numbers and revenue are above the two prior years but there is more work to do. The Committee met in June and tried to meet in July and August, but Committee members were not available. The Committee needs to update the membership roster with recently received renewals then decide whether to do a second email drive this year or spend money on a mailer to all addresses that have not responded to the first email drive. Trustee Marsh noted for the second time this year that the Chronicle did not have the membership renewal coupon in the printed version despite the Board voting in January 2019 to have it there in every printed issue.

Discussion ensued among the Trustees regarding the current membership numbers, making sure to include membership coupons in the Chronicle, ways to build membership year-round, where to store the membership roster and who has access to it, and the importance of maintaining an accurate membership count. The Membership Committee will meet again to discuss these issues.

XII. 2020 Budget Discussion

Treasurer Goose introduced a general discussion regarding planning for the 2020 budget. He indicated that administrative costs, what to do with the CD funds, and committee budgets, among other things, will be a big issues for the upcoming budget. He urged the Board to begin considering and discussing these issues early. Discussion ensued among the Trustees regarding budget planning and goals for the 2020 budget. The Board agreed that continued discussions and advance planning are important and agreed to continue them.

XIII. Conflict of Interest Forms

Secretary Brunner reported that all Trustees have reviewed and signed their conflict of interest form. They are saved on the Drive account.

XIV. Agenda Structure

Trustee Block led a discussion regarding the monthly meeting agenda structure. The Trustees discussed concerns with having guest speakers come for simple pitches and presentations with no discussion or question session, time concerns and pressures limiting community comments, and alternatives to the current structure. Several alternatives were presented and discussed. The general consensus was that the Board wanted to focus on discussion and education/engagement on big issues.

Following the discussion, President Hawse indicated he will contact the neighborhood reports people and tell them we are removing that segment. The Board will not let elected officials and issue representatives come and talk to us in next two months. The Trustees also agreed that requests for time on the agenda should be submitted as soon as possible to permit better agenda planning.

XV. Pass Through Accounts

Trustee Montgomery reported that the draft Treasurer Responsibilities Standing Rule is being finalized but there is a question regarding how to handle funds CTM keeps on behalf of other groups. He moved that the Board authorize him to contact the Pro Bono Partnership of Ohio and get a legal opinion outlining the requirements for fiscal sponsorship. Trustee Gilbreath seconded the motion. Discussion ensued among the Trustees regarding prior approval of such a practice and the general requirements for fiscal sponsorship. Following discussion, a vote was taken. The motion passed with seven in favor, none opposed, and six abstentions.

XVI. Additional Committees And Tasks

Trustee Montgomery led a general discussion regarding potential need for additional committees. The Trustees discussed forming budget and records ownership committees. The Trustees also generally discussed the need to update the business district plan, improving the onboarding process for new trustees, and ways to improve the Board members' working relationship.

XVII. Trustee Announcements

Trustee Marsh asked when the Board will be voting on how to use the NSP funds. President Hawse indicated it will probably be December. The Ludlow Avenue benches project is the top priority from the May meeting.

Trustee Gilbreath asked the Trustees to please review the materials she circulated regarding the Ludlow Avenue benches and provide feedback and guidance on how many benches to replace, which ones to prioritize, and style preferences.

Trustee Montgomery gave an update on the rush hour parking trial. A brief hiccup with tickets being issued pursuant to signage has been resolved by working with District 5. There have not been any backups or issues noted. It's now possible to do the parklet installation. The city formally approved plan yesterday. The initial materials are paid for, and Trustee Hicks is working on getting barriers. There will be a work party in about two weeks to put in deck, etc. Prof. Mehta is working on ideas for design. Trustee Montgomery also thanked Eric Urbas and the Golf Outing committee for pulling off a great event.

Trustee Hicks reported that she is working with Trustee Kasturi on the Ludlow Avenue flag project. They have contacted Dave Taylor and noted that 13 brackets still exist along old Library building, which will reduce costs. They have ID'd 9 sister cities for flags. Trying to get contributions of \$50-\$60 per flag. She also presented a sign she designed for private use to try and slow down traffic.

VI. Adjournment/Next Meeting

The meeting was adjourned at 8:58 p.m. The next scheduled CTM meeting is at 7 p.m., Monday September 9, 2019 at the Clifton Recreation Center.

Respectfully submitted by Joe Brunner, CTM Secretary.

W. Michael Pachan
ARCHITECT
30 Erie Avenue
Glendale, OH
45246

July 1, 2019

Walter Moeller
Zoning Plan Examiner
City of Cincinnati Building Department
805 Central Avenue, Suite 500
Cincinnati, OH 45202

RE: Request for Denial Letter

Dear Walter:

This is a request for a Denial Letter regarding a proposed front porch roof projecting in to the required front yard setback for a house located at 142 Lafayette Circle.

We have spoken about this project and you may have also discussed it with Leslie Alexandria, our Zoning Consultant. The roof will be attached to the front face of the house to protect visitors from rain. It will be approximately 6-1/2' wide and projects 3' from the front building face.

The zoning district is SF-20 (and the Hillside Overlay District) and the required front yard setback is 30'. The front face of the house is 10' from the property line. The new roof will extend 3' in to the front yard and will then create a front yard setback of 7'. It was determined there is no available solution to this noncompliance other than to ask for a variance. The property is within the hillside district and, after creating the maximum building envelope, it would also be impossible to comply.

We are required to have a Denial Letter prior to proceeding the Zoning Hearing application process so we are requesting such from you. We have attached a basic drawing that should show the dilemma we face and hope that provides enough clarification for our request.

Thank you for your assistance with this project.

Sincerely,



W. Michael Pachan, Architect
513-604-0269



Variance Request Petition

I/We the undersigned affected party, abutting property owner, or resident within the line of sight of (Address) 142 Lafayette Circle have reviewed the attached plans and documents related to the variance request for said property and have NO OBJECTION to the variance request.

Name/s David W. Ferguson

Address 141 Lafayette Circle,

Phone 513-235-1202

Name/s Angela Duchesneault

Address 222 Lafayette Cir

Phone 513-633-6819

Name/s Laura Weder

Address 115 Lafayette Circle

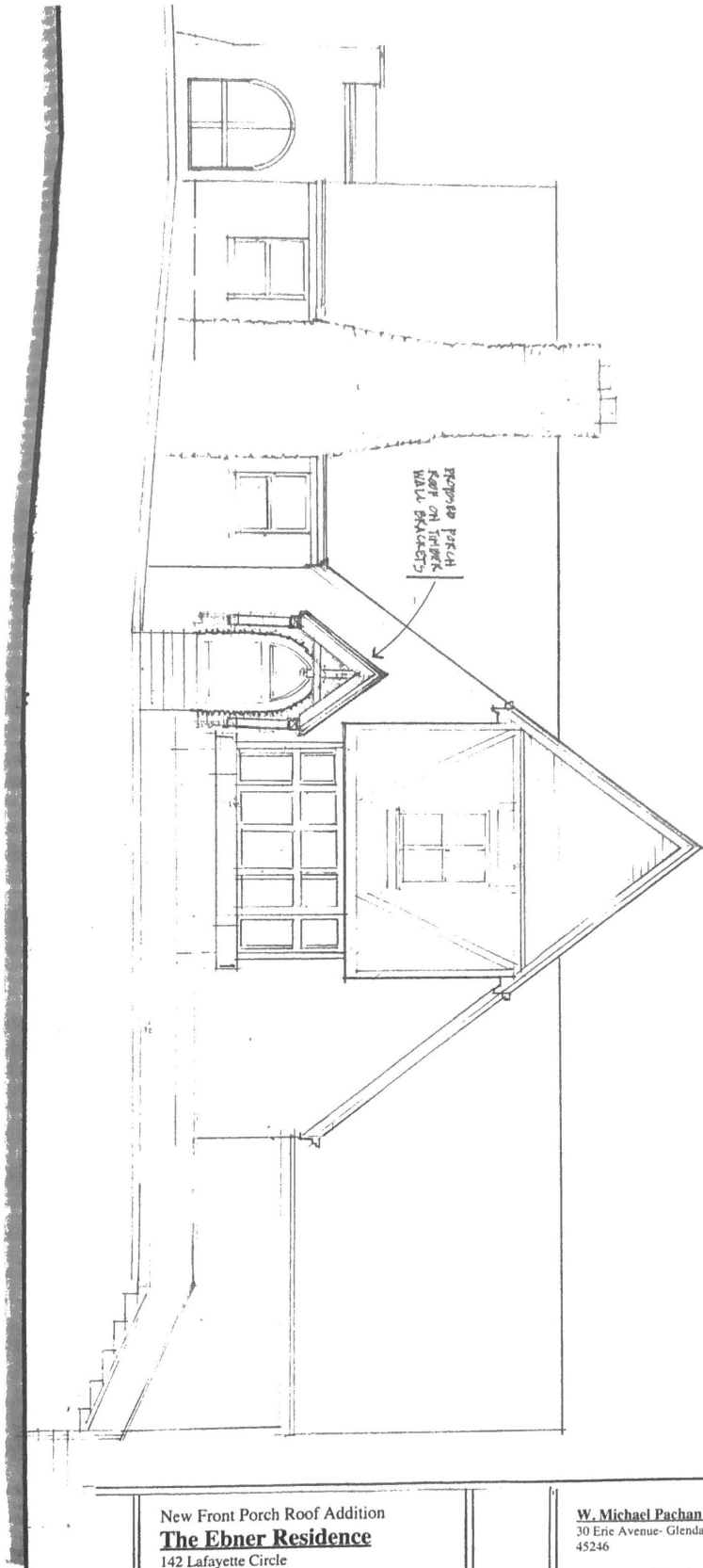
Phone 614.207.8745

Name/s Kathy Collins

Address 124 Lafayette Lane

Phone (513) 484-8434

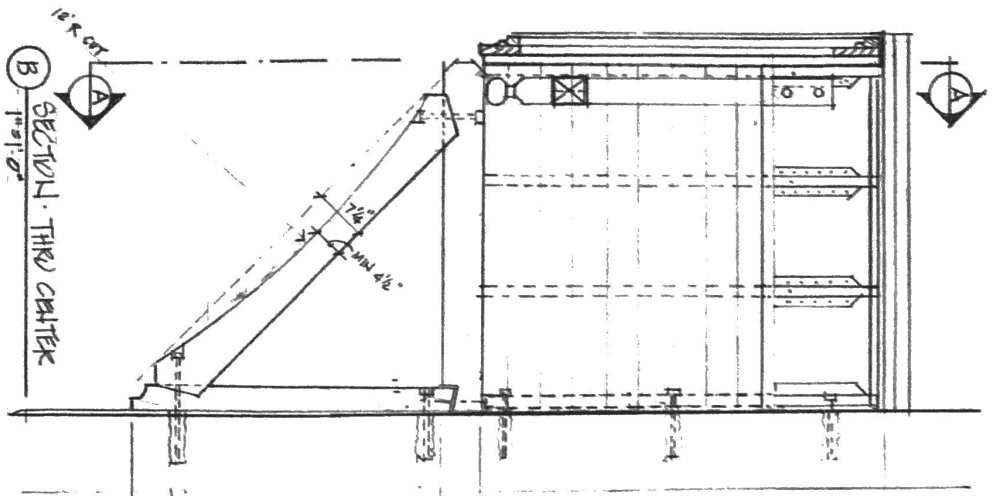
FRONT ELEVATION
1/4" = 1'-0"



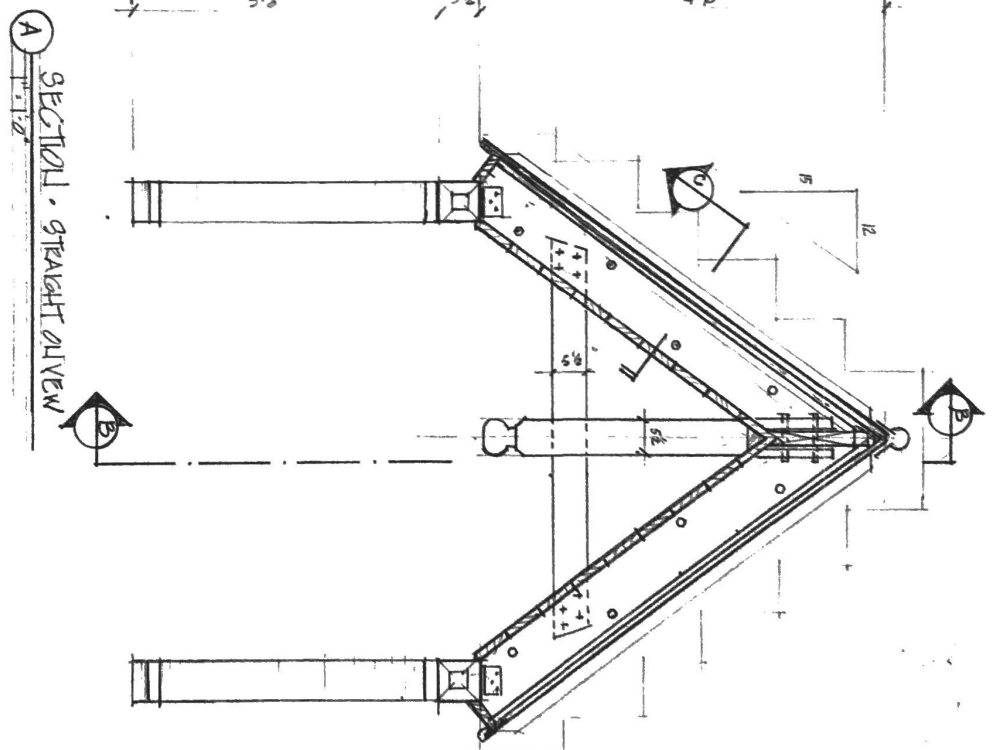
A-11

New Front Porch Roof Addition
The Ebner Residence
142 Lafayette Circle
Cincinnati Ohio
45220

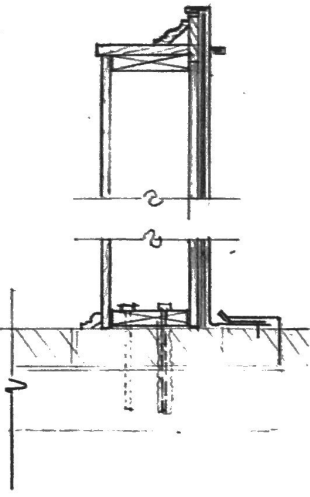
W. Michael Pachan - ARCHITECT
30 Eric Avenue- Glendale, Ohio
45246
email: wmpachan19@gmail.com
cell: 513.604.0269



B SECTION - THRU CENTER



A SECTION - STRAIGHT GABLE



C DETAIL - THRU ROOF EDGES
1/2" = 1'-0" @ FRONT & BACK

New Front Porch Roof Addition
The Ebner Residence
 142 Lafayette Circle
 Cincinnati Ohio
 45220

W. Michael Pachan - ARCHITECT
 30 Erie Avenue - Glendale, Ohio
 45246
 email: w.michael9@gmail.com
 cell: 513.604.0269



NOTICE OF PUBLIC HEARING SCHEDULED BEFORE THE ZONING HEARING EXAMINER

An application for zoning relief has been submitted to the Zoning Hearing Examiner:

CASE NUMBER: ZH20190139

SUBJECT PROPERTY: 142 LAFAYETTE CIR

ZONING DISTRICT: SF-20 HILLSIDE OVERLAY

HEARING DATE: 08-28-2019 at 10:00 am

HEARING LOCATION: 805 Central Avenue, Suite 500, Cincinnati, Ohio 45202

REFERENCE REQUEST: The Applicant requests Hillside Overlay Permission to construct a gabled roof over the front entry door which will project into the front yard setback further than allowable under the Zoning Code and any other related relief required under the Code.

You have a right to review the information submitted in connection with this application and to indicate your approval or disapproval. You can find out specific details of the project by contacting the Zoning Section by phone at 513-352-2430. You can learn more about the hearing process by contacting Kasandra Maynes at 513-352-1559 or by visiting www.cincinnati-oh.gov/boards

DATE: July 26, 2019

TO: All City Departments

FROM: Thomas R. Klumb, Real Estate Manager

COPIES: File

SUBJECT: **CR#43-2019– 3277 Jefferson Avenue (Bishop Park) request for:**

- 1. Building Encroachment Easement**
- 2. No Build Covenant**
- 3. Lease for Improvements**

This coordinated report is being circulated requesting the followings to be granted to the prospective owner of a restaurant renovation at 3253 Jefferson Avenue:

- 1. Building Encroachment Easement:** Existing encroachment
- 2. No Build Covenant:** 15' no build required by Building Code in order to install windows overlooking Park.
- 3. Lease for Improvements:** Lease of approximately 750sf for concrete dining patio.

It is requested that a response be made **on or before August 23, 2019**. If this is not possible, please respond with anticipated response date and cause for delay.

Please investigate and forward your comments by email to Reneé Bunch in Real Estate Services or you may forward your responses to:

Thomas R. Klumb, Manager
Real Estate Services Division
801 Plum Street
Room 122, City Hall
Cincinnati, Ohio 45202

TRK/rb
Enclosures



BOARD OF PARK

COMMISSIONERS

Brad Lindner
President

James Goetz
Vice President

Susan F. Castellini

Kevin Flynn

Linda Lee Thomas

Date: June 20, 2019

To: Tom Klumb, Real Estate Manager

From: Cynthia Witte, Supervising Architect, Cincinnati Park Board

Cc: File

Subject: Request for Coordinated Report/ 3277 Jefferson Ave

Parks requests the preparation of a coordinated report for Bishop Park.

Bishop Park is located in Corryville and is approximately 1/10 of an acre. The adjacent commercial property, 3253 Jefferson Avenue is going to be renovated and will open as a restaurant. The prospective Owner is asking for:

1. An easement from Parks to allow for a small existing building encroachment so they can apply for a building permit.
2. A "no build" covenant of 15' as required by the Building Code so windows can be installed looking on to the Park.
3. A lease of approximately 750sf to allow for the installation of a concrete dining patio for patrons.

Wade A. Walcutt
Director

Kara Kish
Deputy Director

Steven L. Schuckman
Division Manager

Craig Sherman
Division Manager

Rocky Merz
Division Manager

Jenny Mobley
Division Manager

950 Eden Park Drive
Cincinnati, Ohio 45202
Phone (513) 352-2604
Fax (513) 352-4096
www.cincinnatiiparks.com
#cincyparks



Suite 25
2631 Erie Avenue
Cincinnati, Ohio 45208
tel. 513.321.0444
www.grad.cc

April 9, 2019

Attn Cynthia Witte
Cincinnati Parks Department

Re: Request for private uses at Bishop Park, 3255 Jefferson Ave. Corryville

The owner of the adjacent property at 3253 Jefferson Avenue, makes several requests of the Cincinnati Parks Department related to private uses at Bishop Park. Bishop Park is located at 3255 Jefferson Avenue.

1. The existing building constructed at 3253 Jefferson Avenue encroaches on Park property. The owner requests a permanent easement with the Parks Department allowing this encroachment.
Please see the attached drawing "2 Building Encroachment, and Proposed Covenants" dated April 9, 2019. This drawing shows the approximate size and location of the triangular shaped area of encroachment.
2. The owner of the property at 3253 Jefferson Ave. is considering construction work to improve the existing building constructed there. One of the improvements they would like to pursue is to re-open and expand the window and door openings that originally existed in the exterior wall facing Bishop Park.
Please see the attached drawing "3 North Elevation Showing Proposed Windows and Doors" dated April 9, 2019. This drawing shows the approximate sizes and locations of the desired windows and doors.
In order to comply with the current Cincinnati building code, glazed openings of the desired sizes must be located 15 feet distant from a "Fire Separation Line" located between the openings and any adjacent structure.
To this end, the owner of 3253 Jefferson requests a permanent covenant with the Parks Department establishing the location of a Fire Separation Line on Bishop Park property 15 feet distant from the north wall of the existing building at 3253 Jefferson Avenue. Additionally, in order for the fire separation line to be acceptable to the Cincinnati Building Department, it must be accompanied by a "no-build" area located between the openings and the Fire Separation Line.
To this end, the owner requests a permanent covenant establishing a "no-build" area for the space between the existing building and the Fire Separation Line.
Please see the attached drawing "2 Building Encroachment, and Proposed Covenants" dated April 9, 2019. This drawing shows the locations of the proposed Fire Separation Line, and the "no-build" area.



Suite 25
2631 Erie Avenue
Cincinnati, Ohio 45208

tel. 513.321.0444
www.grad.cc

3. The owner of the Property at 3253 Jefferson Ave. would like to make several improvements to the Bishop Park property.
Please see the attached drawings “4 Proposed Improvements on Park Property,” and “5 North Elevation Showing Proposed Site Improvements in Park,” both dated April 9, 2019. These drawings show the improvements the owner would like to undertake. The improvements are:
- a. Construction of an awning attached to the existing building at 3253 Jefferson Ave. that would provide shelter for the proposed doors and windows, as well as signage for the businesses located in at 3253 Jefferson. The awning would project two feet from the north wall of the existing building, and would include integral lighting for the signage.
 - b. Construction of a five foot wide concrete sidewalk adjacent to the north wall of the existing building.
 - c. Construction of a concrete paved area as indicated that will allow for the placement of seating.
In addition to approval by the Parks Department, this improvement would require “Conditional Use” approval by the Cincinnati Zoning Department, as well as relief from parking and landscaping requirements. The owner will begin the process with the zoning department if the parks department approves this item.
 - d. Removal of three existing bushes that would obstruct the construction of the proposed paved areas.
 - e. Addition of (7) smaller bushes adjacent to the paved area replacing the bushes requested to be removed.

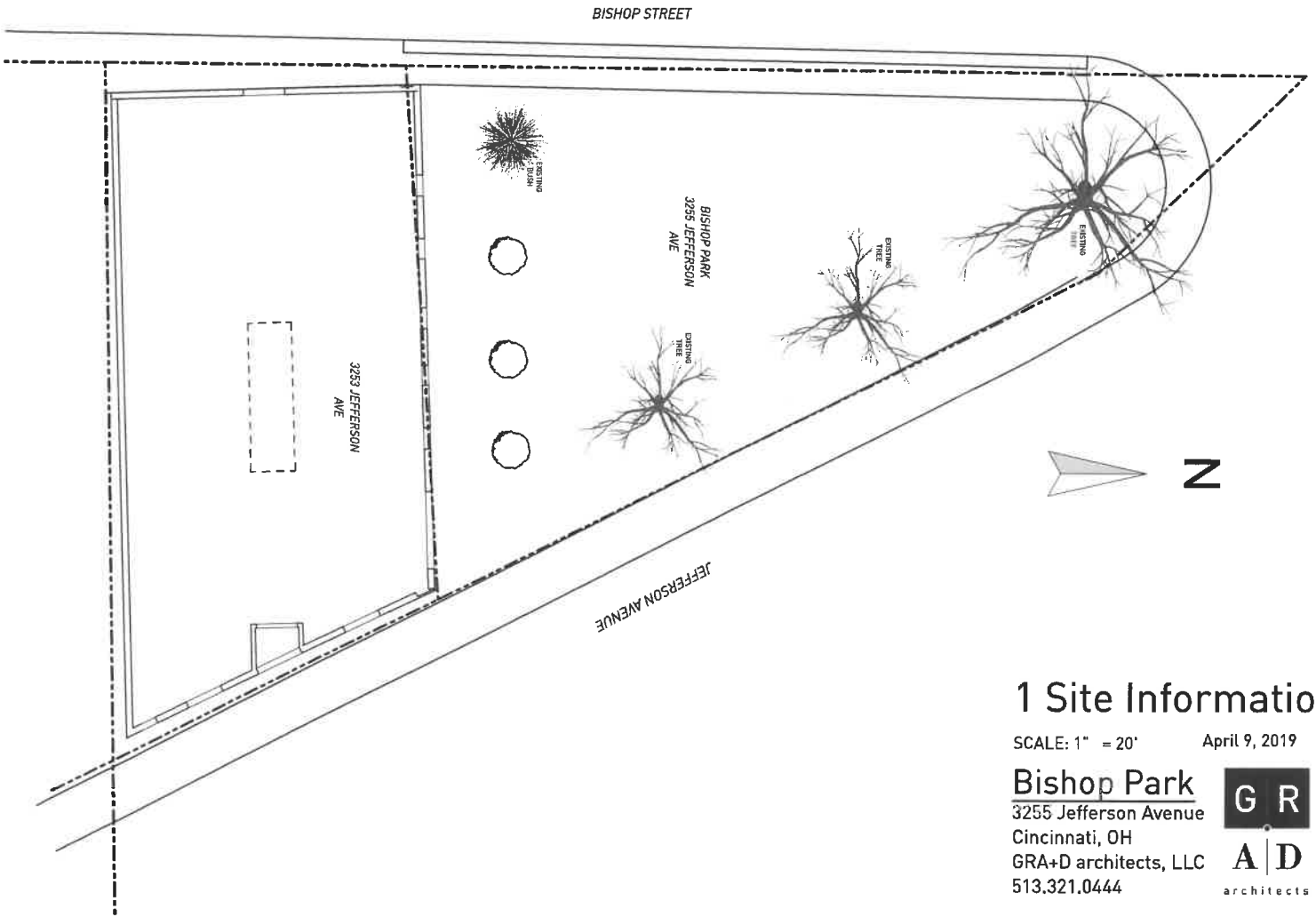
Thank you for your consideration in these matters.

Please contact Karl Gieseke at GRA+D architects, LLC regarding this letter.

GRA+D architects, LLC
By Karl Gieseke

Attachments:
5 drawings

Rev 5/7/2019



1 Site Information

SCALE: 1" = 20'

April 9, 2019

Bishop Park
 3255 Jefferson Avenue
 Cincinnati, OH
 GRA+D architects, LLC
 513.321.0444



BISHOP STREET

BISHOP PARK
3255 JEFFERSON
AVE

JEFFERSON AVENUE

EXISTING
TREE

EXISTING
BUSH

EXISTING
BUSH

EXISTING
BUSH

EXISTING
BUSH

PROPOSED FIRE SEPARATION LINE

15'-0"

APPROXIMATE AREA
OF EXISTING
BUILDING
ENCROACHMENT

PROPOSED AREA OF PERMANENT
"NO BUILD" COVENANT

3253 JEFFERSON
AVE

N

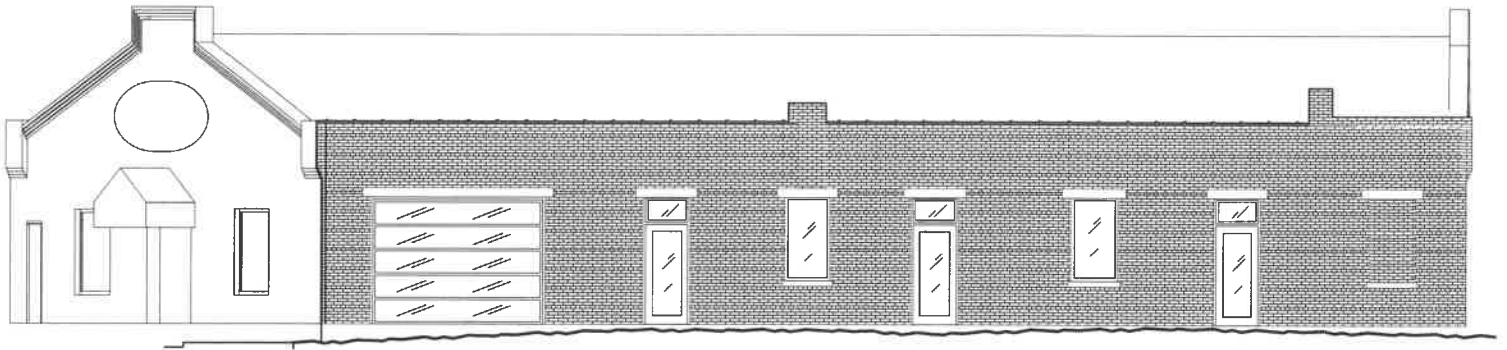
2 Building Encroachment, and Proposed Covenants

SCALE: 1" = 10'

April 9, 2019

Bishop Park
3255 Jefferson Avenue
Cincinnati, OH
GRA+D architects, LLC
513.321.0444





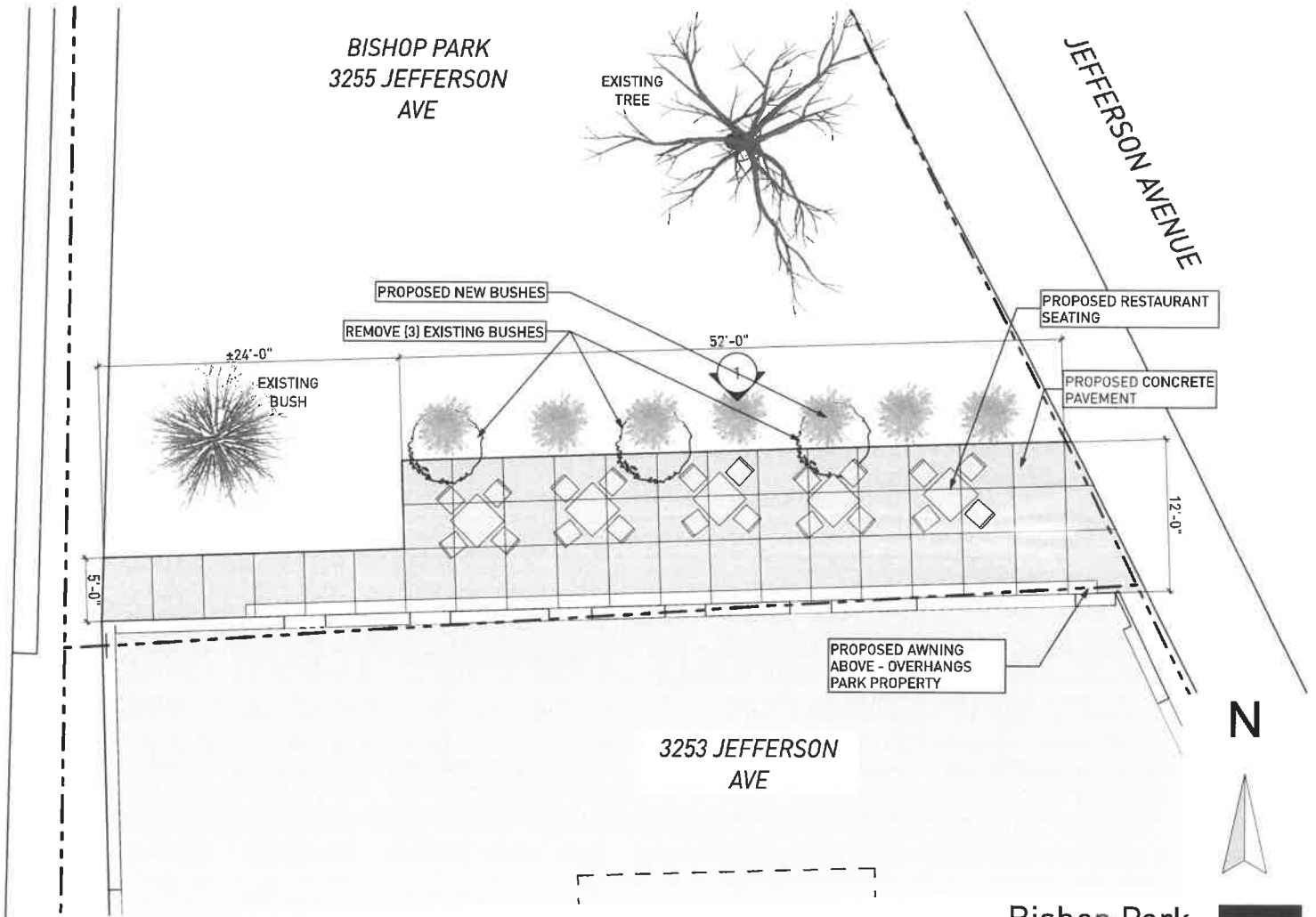
3 North Elevation Showing Proposed Windows and Doors

SCALE: 1" = 10'

April 9, 2019

Bishop Park
3255 Jefferson Avenue
Cincinnati, OH
GRA+D architects, LLC
513.321.0444





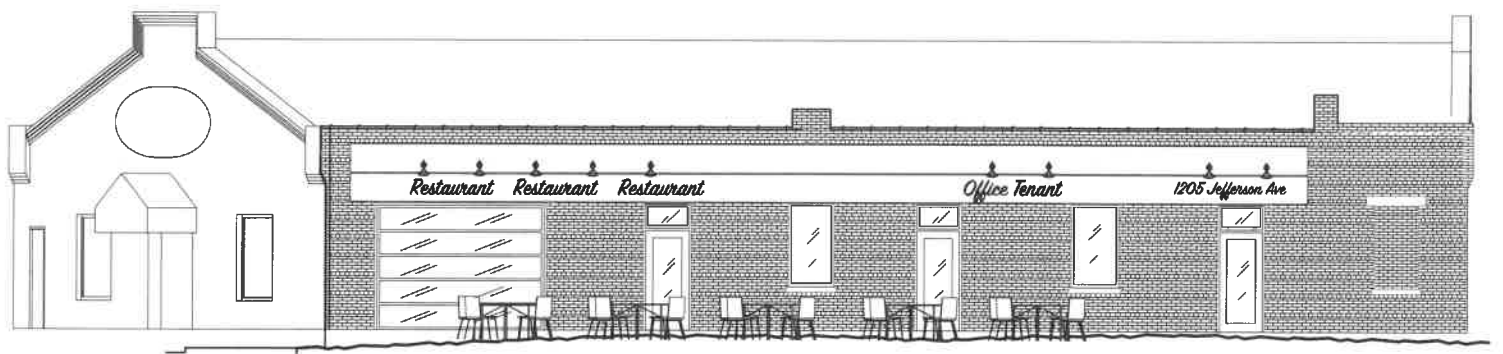
4 Proposed Improvements on Park Property

SCALE: 1" = 10'

April 9, 2019

Bishop Park
 3255 Jefferson Avenue
 Cincinnati, OH
 GRA+D architects, LLC
 513.321.0444





5 North Elevation Showing Proposed Site Improvements in Park

SCALE: 1" = 10'

April 9, 2019

Bishop Park
3255 Jefferson Avenue
Cincinnati, OH
GRA+D architects, LLC
513.321.0444





Photo 1: View of Bishop Triangle, facing south



Photo 2: View of Bishop Triangle, facing southeast



Photo 3: View of project location, facing west



DOCUMENT RETENTION AND DESTRUCTION POLICY

1. Policy, Applicability, And Purposes

This Document Retention and Destruction Policy (the "Policy") represents Clifton Town Meeting's ("CTM") policy regarding the retention and disposal of documents and other records. As used in this Policy, "documents and other records" refers to physical documents as well as electronic documents, including but not limited to e-mail, PDF documents, and formatted files such as Word and Excel files (together, "Documents"). This Policy applies to all Documents generated in the course of CTM's operation.

This Policy's purposes include

- (a) ensuring that Documents necessary for CTM's proper functioning are properly retained and maintained;
- (b) ensuring compliance with legal requirements;
- (c) providing for controlled destruction of documents which no longer need to be retained; and
- (d) providing guidance for the Board of Trustees regarding their responsibilities concerning document retention and destruction.

2. Administration

Pursuant to Article VI(3) of CTM's Constitution and Bylaws, the Secretary shall be the individual in charge of the administration of this Policy. The Secretary's responsibilities shall include supervising and coordinating the retention and destruction of Documents pursuant to this Policy, and implementing processes and procedures to ensure that the Policy is followed. The Secretary shall also monitor local, state, and federal laws affecting record retention and review the Policy for compliance at least once on an annual basis.

A Record Retention Schedule is attached to this Policy as Exhibit A. This Schedule is approved as the initial maintenance, retention, and disposal schedule for Documents. The Secretary is authorized to make modifications to the Record Retention Schedule as necessary to ensure compliance with local, state, and federal laws. The Secretary shall notify the Board of Trustees of any such modification. The modification shall be effective when made by the Secretary. However, the Board may disapprove such modification by a majority vote.

3. Suspension Of Record Disposal

In the event CTM

- (a) is served with any subpoena or request for documents, or such service is reasonably anticipated or contemplated;
- (b) becomes the subject of a governmental investigation or audit, or such investigation or audit is reasonably anticipated or contemplated; or
- (c) becomes a party to or involved in any litigation against or involving CTM, or such litigation is reasonably anticipated or contemplated;

the Secretary shall immediately halt all document destruction under this Policy and shall, in writing, direct all Trustees to immediately halt all document destruction. The Secretary may thereafter amend or rescind the destruction halt, but only after conferring with legal counsel.

If any Trustee becomes aware that a subpoena or request for documents has been served, or that an investigation or audit has begun, or that litigation has begun, or that any such actions are reasonably anticipated or contemplated, that Trustee shall inform the Secretary as soon as possible.

4. Integrity Of Electronic Documents

CTM currently maintains electronic Documents in two locations: a shared folder titled "CTM_TrusteesOnly" on Google Drive, and an email group titled "CTM Board of Trustees" on Google Groups. Electronic Documents in these locations, and any others that CTM may use in the future, shall be maintained just as physical documents are, in accordance with the Record Retention Schedule. All Trustees will sign a certification agreeing to abide by this Document Retention Policy for CTM related documents and emails on their personal devices during their tenure as Trustees.

Because the integrity of electronic documents may come into question, whether due to their susceptibility to alteration or deletion or otherwise, this Policy establishes the following standards for electronic document integrity.

- (a) All Trustees shall have viewing privileges for all electronic Documents.
- (b) The President and Secretary shall be identified as the "owners" of the CTM_TrusteesOnly account on Google Drive and the CTM Board of Trustees group on Google Groups.
- (c) Corporate governance documents, including but not limited to CTM's Articles of Incorporation, Bylaws, minutes, Secretary of State filings, standing rules, licenses and

permits, and legal documents, shall be saved as PDF files. The Secretary shall be identified as the “owner” of the documents and shall select permission and editing settings that prevent modification of the documents.

(d) Financial documents, including but not limited to annual financial statements, bank statements and cancelled checks, audit records, annual budgets, general ledgers, investment records, grant requests and approvals, insurance records, and tax records and filings, shall be saved as PDF files. The Treasurer shall be identified as the “owner” of the documents and shall select permission and editing settings that prevent modification of the documents.

(e) Settings on the CTM Board of Trustees Google Group shall be set to prevent editing of email contents.

(f) Any electronic Document not previously identified is, by default, editable by any Trustee. However the owner or creator of such Document may, at his or her discretion, limit editing privileges for such Document.

5. Approval And Effective Date

This Policy was approved by the Board of Trustees of CTM on August 27, 2019. It is effective as of the date it was approved.

EXHIBIT A – RECORD RETENTION SCHEDULE

Document Type	Retention Period
Accounting and Finance	
Accounts payable and receivable	5 years
Annual financial statements	Permanent
Bank statements and reconciliations	5 years
Canceled checks	5 years
Credit card records	3 years
General ledger	Permanent
Contributions, Gifts, and Grants	
Contribution records	Permanent
Documents evidencing terms of gifts	Permanent
Grant records	5 years after end of grant period
Sponsorship agreements	Permanent
Corporate	
Articles of Incorporation	Permanent
Bylaws and amendments	Permanent
Minutes	Permanent
Secretary of State filings	Permanent
IRS records	Permanent
Licenses and permits	Permanent
Correspondence (Including Email)	
Correspondence relating to a particular document otherwise addressed in this Schedule	Same period as the document to which it relates
Routine correspondence (physical)	2 years
Correspondence (physical) important to CTM or having lasting significance	Permanent, subject to review
Routine correspondence (electronic and email)	2 years
Insurance	
Policies	Permanent
Certificates	Permanent
Claims records	Permanent
Loss runs and summaries	Permanent
Legal and Contracts	
Contract documents	8 years after end of contract period
Legal memoranda and opinions	5 years after close of matter

Litigation files	1 year after expiration of appeals or time for filing appeals
Court orders	Permanent
Miscellaneous	
Material of historical value	Permanent, subject to review
Policies and procedures	Current version with revision history
Tax	
Tax exemption documents	Permanent
IRS rulings	Permanent
Annual information returns	Permanent
Tax returns	Permanent
IRS or other Government audit records	Permanent



CERTIFICATION OF COMPLIANCE WITH DOCUMENT RETENTION AND DESTRUCTION POLICY

I, _____, agree that during my tenure as a Trustee I will abide by this Document Retention and Destruction Policy for all CTM related electronic documents and emails that reside on any personal devices, including but not limited to desktops, laptops, and cell phones, and on any personal accounts I own or use, including but not limited to any Google accounts, Dropbox, Evernote, Microsoft 365, that I own or use.

Signature

Date: _____

Print



WHISTLEBLOWER PROTECTION POLICY

Clifton Town Meeting (“CTM”) requires its Trustees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Trustees must practice honesty and integrity in fulfilling their responsibilities and must comply with all applicable laws and regulations.

1. Reporting Responsibility

This Whistleblower Protection Policy (the “Policy”) is intended to encourage and enable the Board, individual Trustees, community volunteers, and others to raise serious concerns internally so that CTM can address and correct inappropriate conduct and actions. It is the responsibility of all Trustees to report concerns about violations of CTM’s rules and regulations, or suspected violations of law or regulations that govern CTM’s operations.

2. No Retaliation

It is contrary to CTM’s values for anyone to retaliate against any Trustee or volunteer who in good faith reports an ethics violation, or a suspected violation of law such as a complaint of discrimination, suspected fraud, or suspected violation of any regulation governing CTM’s operations. A Trustee or volunteer who retaliates against someone who has reported a violation or suspected violation in good faith is subject to discipline up to and including removal as a Trustee by majority vote of the Board.

3. Reporting And Investigation Procedure

CTM has an open door policy and suggests that individuals share their questions, concerns, suggestions, or complaints with any Trustee. If a question, concern, suggestion, or complaint pertains to the work of one of CTM’s committees, you are encouraged to speak with the Chairperson of that committee. If you are not comfortable speaking with the Chairperson of the committee or are not satisfied with such Trustee’s response, individuals are encouraged to speak with a member of CTM’s Executive Committee.

Trustees are required to report complaints or concerns about suspected ethical and legal violations in writing to CTM’s President. The President is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The President will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. The President will advise the Board of all complaints and their resolution.

If a complaint or concern involves the President's conduct, the President shall recuse him- or herself from the investigation. The investigation shall then be conducted by the first member of the Board not involved in the complaint, in the following order: First Vice President, Second Vice President, Treasurer, Secretary, longest serving Trustee. In the event there is a tie for longest serving Trustee, they shall jointly conduct the investigation.

4. Acting In Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove to be unsubstantiated and made maliciously or with knowledge of their falsity will be cause for discipline up to and including removal as a Trustee by majority vote of the Board.

5. Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

6. Approval And Effective Date

This Policy was approved by the Board of Trustees of CTM on August 27, 2019. It is effective as of the date it was approved.