

# Portland Photographers' Forum Operating Policies

*(As approved by the PPF Board on July 11, 2023)*

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This document provides operating policies for the following areas.

1. Inclement Weather (to meet or not to meet)
2. Information Management, Retention, Security, and Destruction
3. Expense Reimbursement
4. Financial Accounts Review
5. PPF- Owned Assets

## **1. Inclement Weather Policy**

At least two members of the Executive Committee would agree to cancel a membership meeting after consulting with each other. A meeting might be canceled because of extreme weather, power outages, traffic issues, or other reasons. Common sense will be the guiding principle.

In the event of a decision to cancel a meeting, the Webmaster shall be notified and a “banner headline” will be placed as soon as possible on the PPF website home page announcing the cancellation. In addition, the person in charge of the Newsletter will also send out a broadcast email to all people in the PPF mailing lists, using the Newsletter software (currently “Constant Contact”).

Members will be advised annually in the November Newsletter to check their email and the PPF website in the event of an inclement weather possibility to determine if there is a meeting cancellation.

## **2. Information Management, Retention, Security, and Destruction**

The Board may choose to store PPF documents on a Cloud Drive so that they can be retained for future use and sharing among Board members. Access to the Drive is strictly controlled to Board members, as well as others determined solely by the Board. Password security best practices will be followed in creating and revising suitable passwords for the Drive and other information technology assets such as Instagram and Youtube accounts. Redundancy and backup best practices will be followed for documents stored on the Drive (i.e., originator keeps the original document in a secure place, plus a backup copy on the Drive). Folders within the Drive shall be created to arrange documents in an orderly and easily obtained manner.

Examples of documents that could be stored on the Drive are:

Monthly Board Meeting minutes

Copies of agreements with third parties (such as for contracted workshops)

Bylaws

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Members' names and contact information

Financial reports

Location of PPF's post office box and location and holder of the key(s)

A listing of all PPF information assets, such as the PPF website, PPF YouTube, PPF Instagram, PPF Facebook, PPF newsletter and survey applications, and all other social media accounts and services utilized by PPF; names of the person(s) primarily responsible for the service; and passwords for each service (stored in a secure manner).

A listing of all PPF property assets (projectors, easels, etc.)

Other file types such as member photos, passwords, and so forth will be determined by the Executive Committee. The above list is not intended to be exclusive or exhaustive.

When no longer needed or required, documents will be permanently purged and deleted from the Drive, following the guidance of the Executive Committee. The treasurer will be the authority on retention and destruction of financial records, following any applicable statutory requirements.

### **3. Expense Reimbursement**

It is expected that from time to time Board members, and occasionally non-Board members, will incur expenses on behalf of PPF. For example: document copying, meeting room rental, refreshments for a meeting, fees for guest speakers, and the like.

In order to be reimbursed for these expenses, the following will apply:

1. The expense must be pre-approved by a member of the Board Executive Committee: president, vice president, treasurer, or secretary, and this approval must be made known to the signatories on PPF's accounts (usually the president and the treasurer). The Board president, vice president, treasurer, and secretary may not pre-approve an expense that they themselves will incur—another Executive Committee member must approve it in advance.
2. Original receipts must be provided along with a description of the expense and the date it was incurred. These items customarily will be provided to the treasurer; in the event the treasurer is unavailable, they may be provided to the president or any other account signatory.

### **4. Financial Accounts Review**

On an annual basis, the Vice President shall hold a meeting with him/ herself plus any other account signatories of PPF financial accounts (usually only the Board president) AND one other non- account

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signatory (Board member, general PPF member) for the purpose of verifying the original financial account statements of the prior calendar quarter. The meeting should occur at or near the time that a new board is seated for the year. Other Board members may also attend this meeting. This shall constitute an audit of the financial account statements. Any discrepancies or issues will be reported to the Board and a process to investigate the discrepancies will be initiated by the Board.

### **5. PPF Owned Property**

A list of PPF-owned assets, their location and current custodian, will be maintained by the treasurer or secretary, with a copy of the list stored on the Drive. This list may include, but is not limited to: projectors, screens, easels, cameras, and other PPF property that is owned and used by PPF.