

1002. Risk Management Policy

1. Purpose

Mary E, Theler Community Center is the property manager for several property owners, as well as a property owner itself. Theler's operational profile is complicated by the management of trails across the properties of three owners, ownership of commercial property and maintenance of a school classroom.

In recognition of this complex risk profile, Theler's bylaws require Theler Center to maintain a risk management plan "identifying and assessing risk stemming from physical or legal causes [e.g. natural disasters or fires, accidents, death, and lawsuits] and providing strategies for managing those risks [avoiding, limiting or reducing risk; transferring the risk to another party; reducing the negative effect of the risk, or mitigating some or all of the consequences of a particular risk] to minimize the potential for both injury and financial loss. The objective of this plan will be to 1) create a safe, secure environment for Theler visitors, officers, directors, staff and volunteers, and NMSD staff, students, and volunteers; and 2) reduce or limit the financial risk assumed by Theler Center and North Mason School District."¹

2. Policy

Theler Center will adopt risk management practices that proactively identify, assess, and control significant legal, physical and business risks for Theler Center operations.

3. Risk Assessment

The Theler Center Manager ("Manager") is responsible for continuous assessment and mitigation of emergent safety risks on Theler Center managed property.

The Manager conduct a quarterly review of all facilities, buildings, parking lots, grounds and trails to identify potential safety risks. The Manager will report the results of this quarterly safety assessment to the Board along with recommended plan of action and costs for mitigating significant safety risks.

4. Risk Assessment Committee

A Risk Assessment Committee will conduct a "360-degree review" to assess risks for Theler Center operations and propose risk management strategies to the Board.

The Risk Assessment Committee will consist of the President and one additional member of the Theler Center Board of Directors, the Manager (or a substitute appointed as needed by the President), a representative of the NMSD and one or more volunteers from the local community, if available.

¹ Bylaws of the Mary E. Theler Community Center, Article VI

"where community and nature walk hand-in-hand"

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The committee may meet as whenever deemed necessary by the Board or the Manager, but shall meet at least once per calendar year for an annual review of risk management policies and for a risk assessment review. Affected stakeholders — North Mason School District, Theler Center's insurance underwriter(s) and tenants — will be consulted during the review.

Findings and recommendation of the committee will be presented to the Board for approval.

4. Risk Assessment Plan

The “360-degree review” will identify and assess significant business, safety and other risks. Risks assessed will include as a minimum:

- Directors and Officers
- Employees
- Volunteers (including Directors and Officers)
- Wetland trails (including Johnson farm easement and WDFW property)
- Education Center (Exhibit Center and Wetlands Classroom)
- Organized events (Theler-, private-, organization- or NMSD-sponsored)
- Unorganized events (school field trips and other organizations)
- Premises liability (interior and exterior)
- Property and casualty: building and contents (Community Center, Exhibit Center and Wetlands Classroom)
- Projects (major projects require a specific project risk assessment)
- Community service work programs
- Tenants (“Brisko” property)
- Overflow parking lot (“Property 16”)
- Major projects (may require specific project risk assessment)
- Critical business activities:
 - Records management
 - Succession