

Agenda
RS Board of Directors Meeting
Monday, July 12, 2021 (1:00 to 3:30 p.m.)
Join Zoom Meeting

<https://csus.zoom.us/j/87411588566?pwd=VkRsVUdkcU5yN2NNNG1mRTVwclN4QT09>

Meeting ID: 874 1158 8566 / Passcode: 945159

(Attachment 1)

1. Opening

- 1.1. Call to Order
- 1.2. Introductory Remarks
- 1.3. Announcements (New Information)

2.0 Agenda

- 2.1. Additions to Agenda (New/Urgent Business)
- 2.2. Approval of Agenda [ACTION item – VOTE]

3.0 Updates/Reports from Officers, Staff, CSUS Liaison

- 3.1 Secretary's Report (Bob Benedetti)
 - Draft Minutes/Approval for June 14, 2021 Meeting (see **Attachment 2**) [ACTION item – VOTE]
 - Condolences [Rufus Smith]
- 3.2 Controller's Report (Norv Wellsfry)
- 3.3 Office Manager's Report (Shari Lowen)
- 3.4 CSUS Liaison's Report

4.0 Specific Agenda Items

- 4.1 Draft Contracting Policy:** Norv Wellsfry [ACTION item – VOTE]
- 4.2 Program Data in the Time of ZOOM & Hybrid Classes and Classrooms:** Jeff Hendy
- 4.3 RS Honorary Membership Policy:** David Abelson [ACTION item – VOTE]
- 4.4 RS Honorary Memberships for Forum Speakers:** Tom Suchanek [ACTION item – VOTE]

5.0 Committee Updates:

- 5.1 Program working group/Seminar committee:** Cindy Suchanek and Allan Keown
 - *Mix of on campus and ZOOM programs for the Fall 2021 semester.*
 - *Fall 2021 catalog development process.*
 - *Summer Speaker Series 2021 update – Allan Keown and Deborah Seiler*

- 5.2 Technology working group/committee:** Sarah Ryan-Roberts and Jeff Hendy.
 - *IRT support – Hybrid classes and classrooms for the Fall 2021 semester*

- 5.3 Communications and Marketing committee:** Deborah Seiler

- *Catalog and Marketing Working Group update.*
- *Annual report committee input needed – Deborah Seiler.*

- 5.4 Forum committee:** Tom Suchanek

- *Marketing of first Forum, Sept. 10th: Stewards of the Planet – Walking the Path with Dr. Katharine Hayhoe.*
- *Spring 2022 Forum Speaker Series search underway.*

- 5.5 Resource Development committee:** Nancy Findeisen

- *Draft 2021-2022 Fund Development Plan in development process.*
- *2021-2022 member registration “something extra” voluntary donation check-off status.*

- *Sac State-RS Estate Planning seminar Fall 2021.*

5.6 Finance & Administration committee: Norv Wellsfry

- *UEI accounts payable update.*

5.7 Scholarship committee – Chris Budwine

5.8 Gerontology: Susan Brackenhoff

- *GERO 121 & 221 looking for mentors for the Fall 2021 semester.*
- *Age-Friendly University* <https://www.geron.org/programs-services/education-center/age-friendly-university-afu-global-network>

5.9 Membership, Diversity, and Community Engagement (MDCE) committee: Ken Cross

- *June 2021 Special Membership Edition Recorder newsletter.*
<https://www.csus.edu/college/social-sciences-interdisciplinary-studies/renaissance-society/internal/documents/recorderjune21.pdf>
- *RS membership portal opened Tuesday, June 1st, 2021.*
- *Membership renewal & new member update.*
- *Social activities* – Allan Keown

5.10 Announcements, Board Direction and Next Steps

6.0: Reports:

6.2 Technology Committee Report (Jeff Hendy) (see **Attachment 3**)

6.3 Membership, Diversity & Community Engagement (MDCE) Committee (Ken Cross)
(see **Attachment 4**)

7. New or Urgent Business

8. Adjourn

9. Next Board meeting 1:00 p.m., Monday, August 9, 2021

Key dates:

- | | |
|---------------|---|
| • June 1 | CCE Membership registration portal opened Tuesday. |
| • August 6 | Seminar Leaders' Workshop, 10:00 a.m. to Noon, Friday. |
| • August 9 | Catalog posted on the RS website on Monday. |
| • August 16 | CCE Seminar registration opens on Monday. |
| • August 20 | Orientation & Rendezvous 10:00 to 11:30 a.m. on Fri. on ZOOM. |
| • September 7 | RS programs begin. |
| • December 13 | RS programs end. |

Item: 3.1 Report of Secretary, Robert Benedetti

Date: July 2, 2021

Title: Secretary's Report, July 2021

Action: Information only

This past month I have received no notifications of passing of members and therefore have sent no condolence messages.

ITEM: 4.1 Proposal – Contracting Process

DATE: July 12, 2021

TITLE: Renaissance Society Contracting Process

ACTIONS: Discussion ☒ **Direction** ☐ **Decision** ☒

Background and Purpose

The Finance and Administration Committee has used an informal process to develop and implement Contracts. This process documents how contracts are developed, reviewed and approved. It outlines the procedures to:

1. Identify a need for a Contract
2. Approve the development of a Contract
3. Develop a Request for Proposal or Project Specifications
4. Soliciting Bids or Proposals
5. Awarding Contracts and developing Independent Contractor Agreements (if necessary)
6. Project Monitoring
7. Payment for Project

Recommended Actions: It is recommended that the Board Adopt the attached contracting proposal and related changes to the Renaissance Policy and Procedures Manual.

Presented by: Norv Wellsfry, Controller

Attachment: Contracting Proposal

Renaissance Society Policies and Procedure Manual

Applicable sections of the P&P Manual

Pg 8:

Contracts and Purchase Orders

Any contract or purchase order for services, facility usage or other activity that involves the commitment of RS resources outside of the approved Committee budget shall require the prior approval and signature of the President or Controller.

Page 15:

Expenditure Authority: All expenditures require prior approved approval by the appropriate authority. Expenditures in excess of the approved Budget or in excess of \$500 require prior approval by the appropriate authority. ~~With the exception of expenditures from the Petty Cash account,~~ Expenditures are made through the appropriate fiscal agent within SSU, normally this agent is the UEI or the UF. Appropriate authority is generally the Controller or the President.

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Independent Contractors

RS may from time to time engage a private contractor or student intern to provide needed services. The Finance and Administration Committee ~~Executive Committee~~ has responsibility for reviewing and approving contracts for such services. Contracts in excess of \$1,000 will require the further approval of the Executive Committee.

Finance and Administration Committee Operations

Contracting

The Finance and Administration Committee will utilize the following process to identify, approve and manage contracts.

1. Identification of need for Contract:
When a Committee identifies a project for which internal resources are not available, it may request that an outside contractor may be requested. The outside contractor could be an operating business or an individual independent contractor. When the need is identified, the Committee will notify the Controller. If necessary or appropriate, the proposal will be presented to Finance and Administration Committee for their comment. If necessary, contracts that utilize funds with the Special Projects Fund of the SSU University Foundation require the further review of the SSU School of Social and Interdisciplinary Studies (SSIS).
2. Approval to develop Contract:
When a contract has been approved, the Committee will be notified of that approval and

any specific requirements that need to be addressed by the Committee.

3. Development of Request for Proposal (RFP) or Project Specifications:
The Committee will identify the Services or Product to be provided by the Contractor, describe the services to be performed, identify the proposed cost/budget for the project, identify the timeline for the project, and identify the project deliverables. Based on the input of the Committee, the Controller or the Committee will develop the RFP or Project Specifications.
4. Solicitation of Bids or Proposals:
Bids or Proposals in response to the RFP will be solicited for appropriate vendors. Generally the Committee will identify prospective vendors, although the Controller or F&A Committee may identify additional vendors. Generally a minimum of 3 bidders is required for a project. Exceptions to this requirement will be approved by the Controller. A bidding schedule will be developed.

The Controller, in conjunction with the F&A Committee and the appropriate Renaissance Committee will review responses for bidders.

5. Awarding of Contract, Development of Independent Contractor Agreement:
Based on the responses to the RFP, a successful bid/bidder will be identified and notified. A Contract will be developed and submitted to the successful bidder for completion and agreement. In the case where the successful bidder will require an Independent Contractor Agreement (ICA) in accordance with Sacramento State University (SSU)/UEI requirements, the Controller will prepare the ICA and forward it to the contractor for their signature. The approved ICA will then be forwarded to UEI for their approval.
6. Monitoring of Project:
The sponsoring Committee will have primary responsibility to monitor the contractor's performance. This Committee is also responsible to notify the Controller of this performance. When the project is completed, the Committee will advise the Controller of project completion or delivery.
7. Payment of Project:
When the contract has been completed and it is determined that the project's requirements have been satisfactorily met, the contractor shall submit an invoice to the Controller. Upon receipt of the invoice, the Controller will initiate the payment process with UEI.

ITEM: 4.2

DATE: 7-08-2021

TITLE: Program Data in the Time of ZOOM & Hybrid Classes and Classrooms

ACTIONS: Discussion X **Direction** **Decision**

Background and Purpose: Technology Committee co-chairperson Jeff Hendy recently did an analysis of the seminar data for Spring 2021 semester. Jeff will share this data as well as provide an update of the Sac State Division of Information Resource & Technology (IRT) Hybrid/HyFlex classroom project that prepares classrooms for in-person/hybrid instruction (HyFlex).

Recommended Actions: None

Presented by: Jeff Hendy, Technology Committee Co-chairperson

Attachment: None

ITEM: 4.3 Waiver of Annual Membership Dues

DATE: July 12, 2021

ACTIONS: Discussion __X__ Direction __X__ Decision __??__

Purpose and Background

Over the years, the Renaissance Society's Board of Directors has authorized the waiver of annual membership dues for various groups and individuals. The purpose of this agenda item is to update the Board on the nature of these waivers and to seek the Board's guidance and/or policy decision regarding such waivers in the future.

A. Complimentary Memberships

For many years the Board has authorized the waiver of annual membership dues for all RS members who are 90 years of age or older. The number of these complimentary memberships has varied from year-to-year, as members first enter their 90s and others pass away. Over the past 5 years the number of members over 90 has ranged from a low 43 to a high of 85. The average yearly number has been 65.

RS Budget Impact (Uncertain): For the past fiscal year 85 individuals received complimentary memberships, waiving the current annual dues of \$100 per year. Determining how many of these members would have paid the membership fee if it had not been waived is uncertain. For example, if all 85 members had elected to pay their dues, the General Fund would have received an additional \$8,500. Conversely, if none of these members had elected to pay their membership dues, the General Fund would have received no additional funds.

B. Honorary Memberships

Over the years the RS Board has occasionally awarded honorary memberships to individuals who have provided special contributions and/or services to the organization.

Recent recipients of these honorary memberships have included (i) *Doctor Cheryl Osborne*, on her retirement as Chair of the CSUS Gerontology Department, for her sponsorship of the Renaissance Society since its founding in 1986; (ii) *Barbara Lowell*, on her retirement from the College of Continuing Education, for her invaluable help in creating and maintaining the RS on-line membership and course enrollment software program; and (iii) *Doctor Dianne Hyson*, Dean of the School of Social Sciences, for her steady guidance and support as the official liaison between the Renaissance Society the University. Honorary memberships have been awarded to others, including the current

CSUS President Robert Nelson and the Past President Don Gerth, for their strong support of the Renaissance Society's presence on the CSUS campus.

RS Budget Impacts (Uncertain/Possibly Positive): There is no reliable way to determine whether these Honorary Memberships have any impact on the RS annual budget. However, recipients of these awards are highly respected and influential in their respective fields and may actively encourage others to join the Renaissance Society.

C. RS Member/Scholarship Program

In 2019, the Board authorized a new "Member Scholarship Program" to support members who cannot afford to pay for annual dues and related parking permits. The program commenced in the Spring of 2020 and has continued through the past fiscal year. For fiscal year 2020-21 the Board approved funding for up to 50 member scholarships and UTAP parking permits. Members with documented financial needs had these costs paid for from the General Fund. (See the attached Agenda Item 4.4 from the December 12, 2019 Board meeting.)

RS Budget Impact (Variable): Agenda Item 4.4 states that scholarship recipients will have their membership dues and parking fees "waived." To underwrite these costs, the Resource Development Committee has established a "Give the Gift of Membership" campaign, encouraging RS members to contribute extra funds so that financially challenged members can continue to participate in all RS programs. Accordingly, budget impacts will vary from year to year, depending on the number of scholarships awarded and the amount of donations received from the "Gift of Membership" campaign. This past fiscal year, for example, the extra funds donated through the campaign exceeded the total expenditures for the scholarships that were awarded.

D. Prospective Honorary Memberships for RS Forum Speakers

With our growing use of Zoom technology, the Renaissance Society is now able to attract Forum speakers from beyond the Sacramento region and even outside of California. For example, our first Forum speaker this fall is Doctor Katharine Hayhoe, a nationally known expert on global climate change, and an atmospheric scientist and professor at Texas Tech University, where she is director of the Climate Science Center.

The RS Forum Committee is proposing that a one-year gift membership be presented to each of our Forum Speakers, commencing with Doctor Hayhoe. If approved by the Board, approximately 24 one-year membership awards would be given each fiscal year.

RS Budget Impacts (Uncertain/Possibly Positive): There is no way to determine whether awarding a one-year membership gift to our Forum speakers will have any impact on the RS annual budget. However, since recipients of these awards are highly respected and

influential in their respective fields, the “good will” generated by these awards may actively encourage other prominent people to join the Renaissance Society.

Recommended Actions

Currently the Renaissance Society has no written policies in either its Bylaws or Standing Rules concerning the waiver of membership dues and related costs (e.g. parking). Specific authorizations have been approved by the Board on a case-by-case basis, with no subsequent review of authorizations that have been previously approved.

The Board is asked to review our current policies concerning the waiver of membership dues and determine whether:

- (i) existing membership gifts should be continued;
- (ii) one-year membership gifts for Forum speakers should be added; and
- (iii) policies and practices concerning gifts of membership should be written and formally added to the RS Standing Rules and/or the RS Administrations & Procedures Manuals

Presented by: David Abelson, on behalf of the RS Executive Committee

ITEM 4.4 Honorary Memberships for Forum Speakers

DATE: June 8, 2021

TITLE: Renaissance Marketing Proposal - Provide Honorary 1-yr Renaissance Membership to Forum Speakers

ACTIONS: Discussion X Direction Decision X

Background and Purpose: We have received feedback from many people that our two most recent Renaissance Flip Book Catalogs have been a smashing success and significantly more interesting and impressive than most other Life-Long Learning organizations out there. This success will likely be attracting more interest and new memberships over time as more people are made aware of our Catalogs and superb classes. However, we believe we still need to use all the tools in our toolbox to increase our Renaissance membership.

One of these additional marketing approaches will be implemented during the promotional phase for our kick-off Forum speaker this coming Fall for world-renowned climate scientist Dr. Katharine Hayhoe. She is also a deeply religious person who encourages people of all faiths to Steward our Planet. As you likely know, because Dr. Hayhoe is a world-famous scientist, this particular Forum will be open to the public. This will be advertised widely to diverse educational, environmental and faith-based communities using Eventbrite as a registration platform for public attendees. This will provide us with many hundreds (possibly thousands) of email addresses which can then be used to solicit new Renaissance memberships in the future.

Recommended Actions: Yet another way we can enhance the success of Renaissance is to utilize the Forum speakers themselves as emissaries to promote Renaissance. Because Forum speakers are typically well-known pillars of our society, their notoriety and respect can go far to increase the visibility of our organization. By awarding a 1-year honorary membership for each Forum Speaker, we could encourage them to help spread the word about the inherent educational values of our Renaissance Society. In so doing, there would be no revenue lost, only potential revenue gained. Through the support of those Forum speakers, this can help increase new paid memberships over time and would be another tool to raise our prominence. Even if there were only a single additional membership gained for each Forum speaker's 1-year membership, that would be a break-even outcome, with the potential for renewals by that person and others after that. However, logic suggests this approach would be much more effective in potentially bringing in many more memberships because these Forum speakers are held in such high regard within our larger community. Currently, Renaissance members 90 years of age and older are awarded honorary status with a permanent no cost membership, and there are now about 80 such honorary members, with about 5 others who have also been granted honorary status for various other reasons. This proposal is not the same as those honorary memberships. We are recommending a different approach. Remember, adding a limited 1-year honorary membership for Forum speakers would occur at no additional budgetary cost. This is not "lost revenue"; we view this as a great positive marketing opportunity to spread the word more broadly to our community members which would increase the likelihood of joining Renaissance, thus increasing our financial security. The bottom line: this approach represents a significant potential win with no budgetary cost and no risk.

Presented by: Tom Suchanek – Renaissance Forum Committee Chair

Attachment: none