

RENAISSANCE SOCIETY BOARD OF DIRECTORS

March 6, 2023 at 10 a.m.

Dunbarton Cabana Clubhouse

| Officers | Present | Members at Large | Present |
|---|----------------|-------------------------|----------------|
| President, Deborah Seiler | X | Kevin Bray | ab |
| Interim Vice President, Susan Brackenhoff | X | Laurye Brownfield | ab |
| Secretary, Bob Benedetti | ab | Michele Finerty | X |
| Controller, Norv Wellsfry | X | Darryl O. Freeman | |
| Past President, Ken Cross | X | Kathryn Tobias | X |

| Committee Chairs | Present | | Present |
|-------------------------------|----------------|-------------------------------|----------------|
| C&M Lorraine Murphy | ab | Program Kathryn Tobias | X |
| Fin/Ad Norv Wellsfry | X | Resource Dev Mike Pidd | X |
| Forum Michele Finerty | X | Scholarship Laurye Brownfield | ab |
| Gerontology Susan Brackenhoff | X | Technology Jeff Hendy | On leave |
| LRP Ken Cross | X | Technology Sarah Ryan-Roberts | X |
| MDCE Debbie Martinez | X | Univ. Services Pat Paul | ab |
| Nominating Susan Brackenhoff | X | Univ. Services Paula Connors | ab |
| Program Pam O'Brien | X | | |

| Liaisons/Guests | Present | | Present |
|--------------------------|----------------|---|----------------|
| Website Jennifer Kerr | ab | Weekly Update Hollis Kulwin | ab |
| Website Loretta Burdeaux | ab | Sac State Liaison, College of SSIS /Dean Dianne Hyson | ab |
| Recorder | ab | Office Manager, Amber Korb | X |
| Guest Carol Barake | X | Liaison Ranny Eckstrom | ab |

1.Call to Order: President Deborah Seiler called the meeting to order at 10:00 a.m. at the Dunbarton Cabana Clubhouse.

2. President's Welcome Message: Deborah welcomed all. A congratulatory card was sent around for signatures for Rebekah Rabiroff who recently delivered baby, Oscar. Good news! Jim Hodges and Frank Martinez will be editing The Recorder. Deborah and Debbie Martinez attended the Sac State Black History Event. Deborah and Jim will attend the Green and Gold Fundraiser Event on April 20th.

3. Approval of February 6, 2023 Minutes (attached): Deborah made a motion, Pam seconded approval of the minutes. Unanimous approval.

4. Reports

a. Secretary: Bob Benedetti: No report

b. Controller: Norv Wellsfry- Welcomed Amber Korb newly named RS office manager. A new clerk to assist in the RA office will be hired soon. The controller is responsible for the hiring and management of paid staff to carry out day-to-day operations of Renaissance.

c. Office Manager: Amber Korb- There are multiple RS badges in the office that need to be picked up.

d. Sac State Liaison, Dean Dianne Hyson College of SSIS- Dean Hyson was participating in a meeting about the Native American Center and unable to attend.

5. Decisions and Discussion:

a. Norv's Budget Workshop—Norv was thanked for his articles in The Recorder giving transparency and general information to members concerning the budget. Norv gave a comprehensive overview of the RS budget. RS has saved costs in the past when Covid forced us to move off campus, changes were made to virtual parking permits, and office personnel costs were reduced due to vacant position. It is important to remember that our primary source of funding is membership dues. The RS budget is based on estimated /projected membership levels. Expenditures come from operational costs and fixed expenditures plus limited discretionary and committee expenditures. Budget requests for next fiscal year will be sent in the next couple of weeks and are due by April 18. Norv was thanked for his hard work and excellent budget workshop.

b. Warren Bonta Diversity & Inclusion Award for 2023--Debbie announced the Membership, Diversity & Community Engagement (MDCE) committee wished to nominate Erik Ramirez, Director, Equity and Affinity Centers in the Division of Student Affairs at Sac State to receive the Warren Bonta Diversity & Inclusion award for 2023. This will be presented at the RS Annual Meeting in May. Ken made the motion to approve the nomination, Pam seconded it. The Board approved unanimously.

c. Slate of Candidates for 2023-2024—Susan presented the slate of candidates for the RS offices and MALs. Candidates have been interviewed and selected by the Nominating Committee. She requested approval of the slate. Mike Pidd made a motion to accept, Pam seconded. Motion carried unanimously.

| Officers | Members at Large |
|---------------------------------|----------------------------|
| President- Deborah Seiler | 2 Year Term Carol Barake |
| Vice President- Debbie Martinez | 2 Year Term Janet Heath |
| Secretary- Susan Brackenhoff | 2 Year Term Frank Martinez |

| | |
|---------------------------|-----------------------|
| Controller- Norv Wellsfry | |
| | 1 Year Term Dale Good |

d. Discussion of SWOT Analysis—Ken sent the RS long range planning committee SWOT analysis electronically to all Board members and thanked those who responded with comments. Ken and Kevin plan to streamline the categories to list only the top five items in each category. The environment has changed since the last 2015-2020 plan. The challenge is to get people back on campus. Ken said that capable leadership is the key to any organization’s success. He suggested that at each upcoming Board meeting, individual committees should give periodic reports as related to goals in the long-range plan. Deborah reminded everyone that the Board started talking about goals as early as our August meeting.

e. Election Procedures—Deborah and Bob Benedetti have been working on election procedures. In the past, election procedures, candidate descriptions, length of term limits and information about which positions are open have been difficult to understand. Deborah recommends laying out the qualifications for candidates early and the timeline for nominations and elections needs to be clear. The notice of applications for offices needs to be posted at least three times. There may need to be by-law changes and improvements to the current yes or no ballot. Elections should be done by email and US mail. Currently, one third of the membership has to vote to be valid. Is it an election or ratification? More work needs to be done on procedures. See Deborah’s statement at the end of the minutes.

f. Volunteer Services Committee-- There are many volunteer opportunities with Renaissance. It was recommended to create a “Volunteer Services Committee” to oversee all volunteer activities including but not limited to: Gerontology; Ushering; ASI Food Pantry; Arboretum; U Mentor Program; Physical Therapy; and Psychology. This would eliminate the Gerontology and University Services committees and include their functions within this new committee that addresses all volunteer activities. This proposal would slightly reduce the number of Board members while also incorporating the full range of volunteer activities into a single committee. Debbie made a motion to create a Volunteer Services Committee, Susan seconded it. Motion passed. The President appointed Carol Barake chairperson for the new committee. Carol was present and accepted the position. This will go into effect immediately.

g. Report on Committee Overviews—Committee chairs have been asked to complete a template describing their committee, their members, the technical liaison, the meeting schedule, objectives, deliverables and interactions with other committees. In the future, these overviews will be kept in a RS document management program.

6. Written Committee Reports

a. Statements of No Report: Communications; Marketing; Ushering

7. Verbal Reports by Committee Chairs

a. Long Range Planning – See Decisions and Discussion section of the minutes.

b. Membership, Diversity, Community Engagement –A spring welcome gathering for new members was held at the Oak Park Brewery. An end-of-year social will be held at Arden Park on April 30th noon to 4:00 p.m. Debbie encouraged Board members to attend and bring a favorite family dish to share. “One Multicultural World” is the theme. Entertainment will be provided.

c. Nominating – Susan –Susan thanked nominating committee members Barbara Davis-Lyman and Shari Lowen for their time in recruiting, educating and interviewing this year’s candidates. She gave a special thank you to Deborah for her tireless efforts to recruit candidates. A report listing the strong skills and talents of the candidates was given to Deborah.

d. Program – Pam and Kathryn—One-time presenters are stressing because they asked to announce their presentations so early. Ranny Eckstrom brought two guests from the Sacramento Archeological Society to the program committee meeting to discuss shared programming. Pam will explore a memorandum of understanding between RS and SAS with clearly stated expectations and will follow up with Ranny. Discussions about evaluations from program leaders and how they are used are being held.

e. Resource Development – Mike—Sac State is hosting a 36 hour giving appeal and has given RS a link for donations. A goal of \$7500 has been set for RS. Nancy Findeisen, former chair of this committee, has settled in San Diego but will still be participating with committee efforts.

f. Scholarship – Laurye—absent

g. Technology – Sarah—Sarah announced that Jeff Hendy is taking a leave of tech duties for an undetermined amount of time. Sarah explained that the technology liaisons to every committee are not actually committee members but there to advise and just be a “touch point”. Tom Nelson is a new Tech Committee member and may attend some committee meetings.

h. University Services – Pat and Paula--absent

i. Communications and Marketing – Lorraine--absent

j. Finance and Administration – Norv –The clarification of donor intent for past donations has been completed. All future donations will be directed to future scholarships. Going forward, RS has two annual endowed scholarships.

k. Forum – Michele— Forums are held in Mariposa 1000 which has created some difficulty for presenters and attendees. After investigating other room possibilities however, it remains the best choice. To switch around to different rooms on Forum Fridays could be confusing and perhaps inhibit attendance so this semester we will remain in Mariposa 1000. Planning has begun for Fall Forums. The speakers this spring have been exceptional. Dr. Tang was a wonderful speaker.

l. Gerontology – Susan--The Spring Gerontology Mentoring Program kicked off this month with an orientation held on February 13, 2023 at 5:30 pm in Folsom Hall. There are two sections of Gerontology 121-Optimal Aging- with forty students in each section. The thirty-minute orientation began with Dr. Donna Jensen who explained the purpose and goals of the experience to approximately 60 mentors who were in attendance (out of the 80 total spring mentors). There will be a Gerontology Committee meeting in March to explain the formation of the Volunteer Services Committee.

NOTE: At the next Board meeting, the Gerontology Committee (now part of Volunteer Services Committee) will move to the top with subsequent rotation of committee reports.

8. Working Groups

a. Summer 2023 Program WG update—Summer programming is in progress.

9. New or Urgent Business

10. Key Dates

March 20 – 24 Spring Break - campus closed

March 31 Cesar Chavez Day – campus closed

April 10 – May 5 Elections

April 20 Green and Gold Gala

April 21 – 22 Give Sac State Day

11. Next Meeting: April 3, 10:00 a.m. on Zoom

12. Adjourn—Kathryn made the motion to adjourn, Norv seconded. Unanimous vote at 12:47 p.m.

DATE: March 6, 2023

TITLE: Election Procedures

ACTIONS: Discussion _____ Direction _____ Decision ___X___

Background and Purpose

Elections for Board Officers and Members at Large (MAL) are not well-understood by many Renaissance members and the process has changed over time.

Past elections took place at a hotel which attracted fewer than 150 attendees and required payment for the lunch. For these reasons some members considered the process to be un-democratic. The 2020 transition to online voting attracted considerably more members.

Past announcements about MAL positions did not clearly specify desirable qualifications. There were no announcements about officer positions and no qualifications were specified. Recent messages to members have been more informative about both officer and MAL positions and need to be standardized.

This document proposes clarifications and changes to the procedures, without necessitating amendments to the By Laws and Standing Rules. A list of the major points and a recommendation for a

future By Law amendment are presented at the end of this document.

Current By-Laws

Article VI: Officers and Members-At-Large

- A. The elected officers shall be the President, Vice President, Secretary and Controller.
- B. There shall be six Members-at-Large elected by the membership to serve on the Board of Directors.
- C. The officers and members-at-large shall be elected by ballot at the May general meeting of the membership. If a single slate is presented, and there are no nominations from the floor, voting may be by a show of hands. All elected officers shall assume their positions on the succeeding July 1st. The term of office for President, Vice President, Secretary and Controller shall be for one year and/or until successors are elected. The term of office for the Members at-Large shall be for two years and/or until successors are elected.
- D. If deemed appropriate by the Board of Directors, voting on measures or candidates may be conducted by mail. Ballots must be returned by at least one-third of the membership to be considered a valid election. Procedures for a mail ballot shall conform to those set forth in the Society's parliamentary authority.
- E. Vacancies in the positions of the elected offices shall be filled by appointment of the President, with the approval, by majority vote, of the Board of Directors. In the case of simultaneous vacancies in the offices of President and Vice President, the Board shall elect, by majority vote, a President Pro-Tem to serve until the end of the current term.

Proposed Election Procedures

Officers: President, Vice President, Controller, Secretary

Term: one year with an unlimited option to renew.

General Candidate Qualifications for Officers: service as a MAL or Committee Chair or Co-Chair. Significant service on community boards of directors or experience in higher education may be considered. A past reprimand by the Board of Directors is unqualifying

Qualifications for President and Vice President: Demonstrated leadership abilities; active

listening and communication skills; strong work ethic; ability to work with other Board members; understanding of RS Bylaws and Standing Rules.

Qualification for Secretary: Service as a seminar leader for two or more semesters

Qualifications for Controller: Knowledge and experience in handling financial records. Service as a seminar leader for two or more semesters

Application:

(a) Vacant Positions: full written application and interview by the Nominating Committee (this also applies to an officer seeking a different office)

(b) Renewing Officers: no application or interview unless a competing application is submitted.

If multiple applications are received, the Nominating Committee reviews applications and conducts interviews.

Members at Large: Six members

Term: Two years. Members at Large may re-apply and interview for a subsequent term.

Candidate Qualifications: Service to Renaissance and aptitude as determined by the Nominating Committee. A past reprimand by the Board of Directors is unqualifying.

Desirable Qualifications/Activities: Some examples of desirable, but not mandatory qualifications include being relatively new to Renaissance; having participated in or chaired any of the standing committees; having helped with Orientation and Open House; having organized social functions; having solicited new ideas to improve the organization; having suggested seminar topics and speakers for Forum presentations; and having participated in professional or community organizations outside Renaissance.

Announcements:

At least three announcements shall be made in the Weekly Update and at least one announcement in the monthly Recorder prior to the application deadline. An announcement should also be made on the website home page for a limited time and should be repeated in seminar classes.

Announcements shall include but not be limited to:

- Number of vacant officer positions
- Number of MAL positions to be filled
- Terms and Qualifications for officers and MALs

- Deadline for application (self-nominations accepted)
- Election timeline and announcement of results
- Contact for further information

Prior to ratification by the membership, the slate of officers and MALs, with photos and descriptions shall be published in the Recorder newsletter.

Nominating Committee Process:

By Laws, Article IX (C): “The Nominating Committee shall consist of at least three members, appointed by the President no later than the month of March, and approved by majority vote of the Board of Directors.”

Standing Rules: The Nominating Committee shall: “Recruit, screen and interview candidates for the purpose of recommending a slate of eligible candidates to stand for election as officers or as Members-at-Large of the Renaissance Society Board of Directors. The committee’s proposed slate shall be presented to the Board for its review, assessment, and approval prior to submittal to the general membership for a vote.”

In Practice: The Nominating Committee:

- seeks out promising members to fill positions and informs them of the position, qualifications, and timeline for application
- develops questions and conducts interviews for contested or vacant officer positions and MAL positions
- recommends a slate of officers and MAL candidates to the Executive Committee

Timeline for elections:

- Late February: Nominations from membership received and candidates submit applications
- Late February and early March: Review of applications by Nominating Committee
- March: Interviews by Nominating Committee
- Early April: Nominating Committee sends slate to the Executive Committee for its approval; Executive Committee presents slate to Board for approval
- Early April: Board appoints tellers from Technology Committee and Office staff
- Early April: Tellers prepare online ballots and paper ballots for members who are not online
- Mid-April to Early May: Members vote online and mail in paper ballots, if applicable

- Late May: Tellers compile/ announce results to Board
- June 1 st : Board announces results of the election
- July 1 st : Board officers and MALs assume duties

Vacancies:

Filled by the President for the remainder of the term, per current By Laws: “Vacancies in the positions of the elected offices shall be filled by appointment of the President, with the approval, by majority vote, of the Board of Directors. In the case of simultaneous vacancies in the offices of President and Vice President, the Board shall elect, by majority vote, a President Pro-Tem to serve until the end of the current term.”

Significant changes:

- clarifies that officer positions have one-year, renewable term limits but can be contested
- specifies qualifications for officers and MALs, including a provision for disqualification
- specifies that a MAL may seek re-election by going through the nominating process
- clearly allows anyone qualified to run for an officer position
- specifies required announcements
- includes a timeline, including preparation of ballots and announcement of results

Future Action:

- As part of a technical clean-up package, amend By Laws to change “election” to “ratification” to better describe the process

Recommended Action

Review and approve these procedures.

Presented by:

Deborah Seiler, President