

**Agenda**  
**RS Board of Directors Meeting**  
**Monday, May 16, 2022 (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)**

**1.0 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 April 11, 2022, Meeting (see **Attachment 2**) [ACTION item – VOTE]
  - Condolences [Harriette Hawkins Work & Frank Stork]

3.2 Controller's Report (Norv Wellsfry)

3.3 Office Manager's Report (Norv Wellsfry)

3.4 CSUS Liaison's Report

**4.0 Specific Agenda Items**

**4.1 Board Tellers' Report for Officers and Members At Large for the 2022 Board Election:** Jeff Hendy [ACTION Item – VOTE]

**4.2 Announcement of the new Renaissance Society Office Manager Deborah da Costa:** Norv Wellsfry, Controller

**4.3 Sac State Lobby Day advocacy team feedback:** Nancy Findeisen, Deborah Seiler & Ken Cross

**4.4 2022 Summer Program:** Deborah Seiler

**4.5 Communications and Marketing Committee draft RFP:** Deborah Seiler

**4.6 RS draft 2022-2023 Annual Budget:** Controller Norv Wellsfry (see **Attachment 3**)

**5.0 Committee Updates:**

**5.1 Program committee:** Cindy Suchanek and Pam OBrien

- *Program Leaders, Facilitators, and One-Time Presenters for the Fall 2022 semester!*
- *Orientation & Rendezvous working group*

**5.2 Technology committee:** Sarah Ryan-Roberts and Jeff Hendy.

**5.3 Membership, Diversity, and Community Engagement (MDCE) committee:**

Debbie Martinez & Darryl Omar Freeman

- June 2022 Special Membership Edition Recorder newsletter.
- RS membership portal open Wednesday, June 1, 2022.

**5.4 Communications and Marketing committee:** Deborah Seiler and Lorraine Murphy

**5.5 2022 Summer Speaker Program Working Group:** Deborah Seiler

**5.6 Resource Development committee:** Nancy Findeisen

- *Give Sac State Day results.*
- *Sac State-RS Estate Planning seminar Spring 2022 participation.*

**5.7 Finance & Administration committee:** Norv Wellsfry

**5.8 Scholarship committee –** Laurye Brownfield

- *2021 Sac Student Scholarship program presentation feedback from the virtual Zoom Annual General Meeting on May 9<sup>th</sup>.*

**5.9 Forum committee:** Tom Suchanek and Michele Finerty

**5.10 Gerontology committee:** Susan Brackenhoff

- *Renaissance Conference Scholarship Recipient April Thompson video clip*
- *GERO 121 Mentor Celebration event on Zoom at 5:30 p.m. Monday, May 16<sup>th</sup>*

**5.11 Announcements, Board Direction and Next Steps**

**6.0: Reports:**

- 6.1** Program Committee Report (Pam OBrien & Cindy Suchanek) (see **Attachment 4**)
- 6.2** Technology Committee Report (Jeff Hendy & Sarah Ryan-Roberts) (see **Attachment 5**)
- 6.3** Membership, Diversity & Community Engagement (MDCE) Committee Report (Debbie Martinez & Darryl Omar Freeman) (see **Attachment 6**)
- 6.4** Scholarship Committee Report (Laurye Brownfield) (see **Attachment 7**)
- 6.5** Gerontology Committee Report (Susan Brackenhoff) (see **Attachment 8**)

**7. New or Urgent Business**

**8. Adjourn**

**9. Next Board meeting:** 1:00 p.m., Monday, June 13, 2022

**Key dates:**

**Membership registration** portal opens: Wednesday, June 1, 2022

**Program Catalog** posted on RS website: Monday, August 1, 2022

**Program registration** portal opens: Monday, August 8, 2022

**Orientation & Rendezvous:** University Union, Friday, August 12, 2022

Orientation 9-10:30 a.m. in-person Ballroom III & on Zoom

Rendezvous Noon to 1:30 p.m. in Ballrooms I & II

**Program Leaders' & Tech Hosts' Workshop:** Friday, August 19, 2022, at the University Union

**Seminars and programs begin:** Tuesday, September 6, 2022

**Item: 3.1 Report of Secretary, Robert Benedetti**

Date: May 12, 2022

Title: Secretary's Report, May 2022

Action: Information only

This past month I have received and verified two notifications of the passing of a member and therefore sent two condolence messages.

Harriette Hawkins Work passed on April 13, 2022. She served as President of the Renaissance Society from 2007 until 2009. She was a teacher (American River College) and a consummate hostess. At the Renaissance Society she was particularly active in the New Yorker discussion group.

Frank Stork died December 28, 2021. He was a photographer and in later years was particularly focused on sand hill cranes. In addition to his involvement in Renaissance, he was a volunteer at the Cosumnes River Conservancy.

**ITEM: 4.1**

**DATE: 5-08-2022**

**TITLE: Board Tellers' Report for Officers and Members At Large for the 2022 Board Election**

**ACTIONS: Discussion \_\_\_\_\_ Direction \_\_\_\_\_ Decision   X**

**Ratification of the annual 2022 Board election results.**

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**Background and Purpose:**

The last two years the Renaissance Society (RS) Board President appointed a group acting as tellers to receive and count the ballots to ensure confidentiality and efficacy. The Executive Committee suggested RS continue this practice and that the board approve the President's appointments after being persuaded that the nominees do not include current office holders, members of the current Nominating Committee or any members currently nominated as part of the slate provided by the Nominating Committee. A representative of this group would then report results of the election to the Board at its next meeting.

At the April 11, 2022, Board meeting, the Board unanimously approved Volunteer Technology Committee co-chairperson Jeff Hendy and RS staff member Lorene Sarne function as tellers to receive and count annual Renaissance Society Board 2022 election ballots. Jeff Hendy will submit the report of election results to the RS Board of Directors.

Please see that attached 2022 Board election results for online and mail in ballots:

**Recommended Actions: The Board ratify the 2022 Board election results.**

**Presented by: Jeff Hendy, Election Teller**

**Attachment:**

<b><u>Renaissance Society Ballot Results</u></b>				
<b>Office</b>	<b>Candidate</b>	<b>Online</b>	<b>Mail-in</b>	<b>Total</b>
<b>President</b>	<b>Deborah Seiler</b>	<b>695</b>	<b>20</b>	<b>715</b>
<b>Secretary</b>	<b>Robert Benedetti</b>	<b>691</b>	<b>19</b>	<b>710</b>
<b>Controller</b>	<b>Norv Wellsfry</b>	<b>686</b>	<b>19</b>	<b>705</b>
<b>Member at Large</b>	<b>Kevin Bray</b>	<b>678</b>	<b>19</b>	<b>697</b>
<b>Member at Large</b>	<b>Kathryn Tobias</b>	<b>682</b>	<b>19</b>	<b>701</b>
<b>Member at Large</b>	<b>Stacie Walton</b>	<b>686</b>	<b>19</b>	<b>705</b>
<b>6-May-22</b>				

**ITEM: 4.2**

**DATE: May 16, 2022**

**TITLE: Approval to offer Office Manager Position to Deborah da Costa**

**ACTIONS: Discussion \_\_\_\_ Direction \_\_\_\_ Decision \_\_\_\_  
Information Only**

**Background and Purpose:**

The Board previously approved a Job Description, Search and Hiring Plan which the Search Team (Norv Wellsfry, Nancy Findeisen, Debbie Martinez, and Shari Lowen) have used to interview four candidates. The Team recommended three candidates for the Board President and Vice President interview and results were reviewed with the Executive Committee. The Executive Committee unanimously voted on the selection of the new Renaissance Society Office Manager.

Debra da Costa holds a Master of Landscape Architecture and Bachelor of Arts in French from University of California at Berkeley. She retired after working for 30 years running her own business Direct Marketing Partners (DMP).

We believe Debra's professional experience, and "hands-on" abilities are an excellent fit with our goals and day-to-day functions of the Office Manager.

The Executive Committee has agreed to offer the position to Debra da Costa at an hourly rate of \$35.00 an hour.

**Recommended Motion:**

Welcome Debra da Costa as the new Renaissance Society Office Manager.

**Presented by:**

Norv Wellsfry

**Attachment:**

Debra da Costa Application Letter and Resume

900 Fallen Leaf Way  
Sacramento CA 95864  
916.838.1785  
ddacosta@dirmkt.com

January 14, 2022

Renaissance Society  
350 University Ave. #108  
Sacramento, CA 95825

**Re: Position of Office Manager, Renaissance Society**

To Whom It May Concern:

I am writing to apply for the position of Office Manager. I have been involved with Renaissance for a year and a half and as such, am relatively familiar with the organization and, for what it is worth, hold it in great esteem.

My past work experience complements this position nicely. I owned and ran a marketing company for 30 years, doing international work for the high-tech industry. Since founding the company from scratch, I have executed all roles to grow a small business including, but not limited to, accounting, HR, marketing, vendor and partner relations, sales, client relations and program management. My business size fluctuated between 15 and 97 employees over the years. I believe that many of the various tasks I undertook directly translate into executing the duties of an office manager.

Prior to that, I held several positions in landscape architecture and urban design/planning, both in the US and Canada. Many of these positions required interdepartmental coordination and cooperation.

As an organized and detailed-oriented person, the idea of managing the back-side of Renaissance appeals to me. I can leverage my past experiences and utilize my people skills and other talents to run an efficient ship, liaise with university departments and students, and be involved in a great organization.

I am eager to continue this exploration with the Renaissance Society and hope to hear back from you soon.

Sincerely,  
Debra da Costa

Enclosure

**Debra da Costa**  
900 Fallen Leaf Way  
Sacramento, CA 95864  
916.838.1785 (cell)  
ddacosta@dirmkt.com

## **EMPLOYMENT**

- 1990 – 2020     **Direct Marketing Partners (DMP), Sacramento, CA**  
President/CEO of a business-to-business direct marketing company. Was responsible for strategic planning, business development and sales/marketing efforts for the firm. Heavily engaged in account management --designing and developing database marketing programs for clients, requiring mail, email, social and telemarketing for lead generation, profiling and audience acquisition. Also managed creative endeavors, such as brochures, mailers, signage, printing. During formative/earlier years, handled accounting and HR, vendor management, supervising staff and participation in client events.
- Accomplishments include founding the company and taking it to a multi-million dollar global business, performing the full range of marketing services for several Fortune 500 companies. Sold the business in 2020.
- 1987 – 1989     **Lawrence Moss and Associates, Glendale, CA**  
Marketing Director responsible for the design and implementation of new marketing strategies, proposal writing, creating presentations and building relationships with prospective and established clients. Accomplishments included bringing in major accounts and establishing new territories for the Los Angeles based firm.
- 1986             **City of Beverly Hills, Planning and Development Department  
Beverly Hills, CA**  
Planner responsible for design review for the City. Evaluated and approved projects at the staff level and served as facilitator to the Architectural Commission.
- 1981-1985       **Ministry of Municipal Affairs, Research and Special Projects Branch  
Toronto, Ontario, Canada**  
Community Planner responsible for providing technical expertise in urban design. Accomplishments included developing a framework for long-range planning goals, serving as expert witness on design matters, co-authoring three published handbooks and presenting these and other key Ministry publications to diverse constituencies across the Province of Ontario.

## **EDUCATION**

- 1981             Master of Landscape Architecture  
University of California at Berkeley
- 1976             Bachelor of Arts in French  
University of California at Berkeley

## **PUBLICATIONS**

*Towards Planning for an Aging Society, Planning and Design for Commercial Façade Improvements, Urban Waterfronts;* all co-authored while working at the Ministry of Municipal Affairs, Research and Special Projects Branch, Toronto, Ontario, Canada (1980s)

***PERSONAL***

Currently involved with the Renaissance Society as class facilitator (Le Cercle) and student. Former board member of International Baccalaureate Parent Organization in the San Juan Unified School District.

Interests include art, gardening, yoga, cycling and travel.

***REFERENCES***

Available upon request.



**ITEM: 4.3**

**DATE: 5-16-2022**

**TITLE: Sac State Lobby Day advocate team feedback**

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

**Information Only**

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**Background and Purpose:** In previous meetings with Sac State President Robert S. Nelsen, Renaissance Society President Ken Cross had asked how RS could help support the Sac State students and campus. President Nelsen encouraged RS to participate in the Spring 2022 Sac State Day at the Capitol organized by Nathan Dietrich, Sac State Associate Vice President, Public Affairs & Advocacy.

Five RS members, volunteered and participated in the Sac State Day at the Capitol held on Wednesday and Thursday, May 11-12, 2022, on Zoom. A total of fifteen meetings were held with various California State legislator and their staff members. Our RS representatives were:

- Barbara Davis-Lyman, Past RS Board Vice President
- Nancy Findeisen, Resource Development Committee chairperson
- Sue McGinty, CSUS Professor Emerita and RS member
- Deborah Seiler, RS Board Vice President, and President elect
- Ken Cross, Board President

**Recommended Actions:** Listen to the feedback form Sac State Lobby Day participants and consider participating next year.

**Presented by:** Nancy Findeisen, Deborah Seiler & Ken Cross

**Attachment:**

**Sacramento State Day at the Capitol**  
**May 2022**  
**Suggested Talking Points on Priority Issues and Bills**

**Start meeting with introductions.**

- Students should state their name, year, major, and hometown. Staff and faculty should note their role at Sacramento State.
- Ask the legislator or staff member to share their name and role in the legislature (ex., relevant committee assignment).

**State Budget: Fully fund the California State University and staff salary study recommendations**

- We appreciate the \$292 million increase and multi-year compact that Governor Newsom proposed in January. It provides predictable and more sustainable funding for Sacramento State.
- However, more must be done for our students and our valued workforce.
- Staff and faculty deserve fair and competitive compensation, as the CSU's workforce is essential

to student success

- ***Add personal examples about how workforce and pay issues have impacted students and campus operations.***
- The legislature requested the independent salary study, and it was conducted by Mercer Consulting. The study did an in-depth market study on the CSU's job classifications, salary structures, and pay practices and ultimately provided recommendations and cost estimates.
- Most staff and faculty have not had raises in almost three years.
- **The ask:**
  - An additional \$381 million in unallocated recurring funding above the governor's proposal.
  - Above that, we request \$287 million in recurring funding to implement the recent CSU staff salary study recommendations.
    - The CSU and our labor partners all support this funding request.
  - \$1 billion for academic facilities and \$500 million for student housing.

#### **SB 641: CalFresh for College Students Act (Senator Skinner)**

- Food insecurity is a massive problem that 42% of Sacramento State students experience.
- ***Add a personal example about food insecurity at Sacramento State.***
- Allowing more low-income students access to the CalFresh program would help reduce hunger at Sacramento State and other college campuses.
- SB 641, authored by Senator Nancy Skinner, will improve college student access to CalFresh by changing eligibility rules and providing instructions for county human service agencies that will help minimize the document verification burden for students.
- **The ask:**
  - **Senate offices:** We thank you for supporting SB 641 on the Senate floor.
  - **Assembly offices:** We ask that you support SB 641 when it is heard in the Assembly.

#### **AB 1602: California Student Housing Revolving Loan Fund Act of 2022 (Assemblymember McCarty)**

- Rental rates across Sacramento continue to rise and outpace the annual increase in Pell Grants and Cal Grants that students rely on.
- The state can and should do more to help colleges provide affordable housing.
- ***Add a personal example about the impact of high rental rates.***
- AB 1602, authored by Assemblyman Kevin McCarty, will establish the California Student Housing Fund and designate that \$5 billion be available for campuses to take out zero-interest loans in pursuit of building affordable housing.
- The crucial part of this bill is that it will ensure that rental rates of the housing built with these funds are affordable to students (below market rate).
- **The ask:**
  - We ask that you support AB 1602 when it is heard in the Assembly and the Senate.

#### **AB 1746: Cal Grant Reform Act (Assemblymembers Medina & McCarty)**

- More than 10,000 Sacramento State students utilize a Cal Grant each year.
- We believe that the Cal Grant can be modernized to ensure it covers more of the total cost of attending college, including tuition, rent, supplies, and food.
- AB 1746, authored by Assemblymembers Jose Medina and Kevin McCarty, has been introduced to modernize the Cal Grant program.

- **The ask:**

- We ask that the legislature remove barriers to Cal Grant eligibility, simplify the program to make it easier for students and families to understand, and index the award to inflation.
- We also ask that award amounts be increased to allow students to better meet the overall cost of attending college.

**Questions and Answers**

- After reviewing the issues note above, allow time for the legislator or staff member to ask your group questions.
- Ask, "do you have any questions for us?"

**End by thanking them for their time!**

- Thank you for taking the time out of your busy schedule to meet with us today.

**ITEM: 4.4**

**DATE: Monday, May 16, 2022**

**TITLE: 2022 Summer Program**

**ACTIONS: Discussion   x        Direction             Decision**

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**Background and Purpose:**

The Summer Program Working Group has been planning an eight-week summer program since January 2022. Except for confirmation of the extended use of Del Norte, Room 1004 until 2 pm on June 3, all details are complete.

**Recommended Actions:**

Board members are asked to review this program, offer any final comments, and plan to attend as many of the Friday events as possible to welcome prospective, new, and returning members.

**Learn! Connect! Explore!**

***Hidden and Not-So-Hidden Gems***

Our Renaissance Society presents its 2022 Summer Program with exciting **speakers**, relaxed opportunities to socialize over **lunch**, and optional afternoon **tours** to hidden and not-so-hidden gems on the beautiful Sacramento State University campus.

**DATES: Fridays, June 3 through July 29 (except July 1)**

**TIMES: 10:30 am to 11:30 am, followed by lunch and tours**

**LOCATION: Del Norte Hall, Room 1004**

**COST: Free and Open to the Public. Small Campus Parking Fees may apply**

**Learn!**

**June 3**                      *Current Challenges to Voting Rights and the Role of the League of Women Voters*  
**Trisha Uhrhammer** and **Carol Moon Goldberg**, League of Women Voters

**June 10,**                    *Writing Memoirs, Caregiving*  
**Kate Washington**, Sacramento author

**June 17**                    *Understanding Race, Immigration, and Borders in the United States*  
**Dr. Manuel Barajas**, Center for Race, Immigration and Social Justice (CRISJ)

**June 24**                    *10 Warning Signs of Alzheimer's*  
**Alexandra Castillo-Weisgerber**, [Director, Care & Support, Alzheimer's Association](#)

- July 8**      *Cleopatra*  
**Dave Lewis**, Renaissance presenter
- July 15**      *WWI and the Sacramento Valley, Special Collections of the Sacramento Public Library*  
**James Christian Scott**, Reference Librarian and Archivist, Sacramento Public Library
- July 22**      *Great Depression and Hoovervilles in Sacramento*  
**James Christian Scott**, Reference Librarian and Archivist, Sacramento Public Library
- July 29**      *Conductors and Conducting*  
**Dr. Leo Eylar**, Retired Sac State Professor of Music

### **Connect!**

Connect with prospective, new, and returning members over brown bag lunches in the seating area near Del Norte Hall and in the beautiful Library Quad.

On **June 24**, we will enjoy a group lunch at **Engrained Restaurant** in the University Union.

**Round Table Pizza** will be open from 11 am to 3 pm during the summer. We will have a group lunch there on our last Friday, **July 29**.

### **Explore!**

- June 3**      **11:30 am to 12:30 pm Brown Bag** lunch near Del Norte (meet at Del Norte Hall)  
**12:30 pm to 2 pm Debra Morrow, Age Friendly Talk** (meet in Del Norte Rm. 1004) limit 25 NEED TIME EXTENSION ON DEL NORTE  
**12:30 Self-Guided Campus Tour** (meet in front of Del Norte Hall)  
**2 pm ASI Food Pantry Tour** - limit 20 (45 minutes) (meet at the loading dock behind the University Union) Anyone coming for just this tour should obtain a parking permit and park in Lot 6)
- June 10**      **11:30 am to 12:30 pm Brown Bag** lunch in the Library Quad (meet in Library Quad)  
**12:30 pm Planetarium Tour** - limit 30 (45 – 60 minutes) (meet in front of the Hornet Bookstore)
- June 17**      **11:30 am to 12:30 pm Brown Bag** lunch in the Library Quad (meet in Library Quad)  
**12:30 pm Planetarium Tour** – limit 30 (45 – 60 minutes) (meet in front of the Hornet Bookstore)
- June 24**      **12 pm** Group lunch at **Engrained** – limit 62 (meet at the loading dock behind the University Union)  
**1:15 pm Hidden Gems: Tree of Peace and Founder’s Rose Garden** (meet at Shasta Hall)
- July 8**      **11:30 am to 12:30 pm Brown Bag** lunch near Del Norte (meet at Del Norte Hall)

- July 15      **12:30 pm Hidden Gems: Pony Express Marker; Guy West Bridge; Sacramento Mural** (meet at Del Norte Hall)  
**11:30 am to 12:30 pm Brown Bag** lunch in Library Quad (meet in the Library Quad)  
**12:30 pm Hidden Gems: Sokiku Nakatani Tea Room and Garden, (meet outside the *University Library*)**
- July 22      **11:30 am to 12:30 pm Brown Bag** lunch near Del Norte (meet at Del Norte Hall)  
**12:30 pm Arboretum Tour** with Mike Baud and Donna Eash (meet at Del Norte Hall)
- July 29      **11:30 am** Final group lunch at **Round Table Pizza** (meet in the University Union)

**Presented by: Deborah Seiler, Vice President and President-Elect**

**ITEM: 4.5**

**DATE: May 16, 2022**

**TITLE: Communications and Marketing Committee draft Reorder RFP**

**ACTIONS: Discussion \_\_\_\_\_ Direction   x   Decision \_\_\_\_\_**

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**Background and Purpose:**

At its April 28, 2022, meeting, the Communications and Marketing Committee agreed to seek bids from contractors who deal specifically in Publisher to provide artwork and a template for the monthly *Recorder* newsletter. The artwork should mimic the look and feel of the new rack card. It should also be suitable for use on the cover of the Annual Report.

**Recommended Actions:**

Review this draft Request for Proposal which will be sent to seven contractors from a list provided by Nancy Findeisen.

**Presented by: Deborah Seiler and Lorraine Murphy, Co-Chairs, Communications and Marketing Committee**

**Attachments:**

**RENAISSANCE SOCIETY OF SACRAMENTO**

***Request for Proposal***

**DESCRIPTION OF THE RENAISSANCE SOCIETY**

The Renaissance Society of Sacramento is a membership organization under the sponsorship of Sacramento State University that has provided opportunities for participatory lifelong learning and community engagement for older adults for over 35 years. Our learning opportunities include seminars and other programs on widely varied subjects proposed and presented by our members.

We also provide scholarships to seven Sac State students each year, volunteer for other departments such as Physical Therapy, Theater and Dance, and Gerontology. We donate to the ASI Food Pantry and the Seth Nelsen Emergency Fund.

The Renaissance Society's values are:

- Member Participation and Connection
- Diversity

- Lifelong Learning
- Community Engagement
- Organizational Integrity
- Gratitude and Appreciation

## PROJECT DESCRIPTION

The Renaissance Society is seeking a contractor to provide a template in *Publisher* for our eight-page monthly newsletter *The Recorder*.

The template for the front-page headings should mimic the look and feel of our rack card. The contractor will be provided with recent versions of the Recorder and the rack card. The successful contractor will provide artwork and a template that accommodates the various versions of this newsletter, including text and pictures, to enable current *Recorder* editors to design a consistent, visually attractive, and readable monthly newsletter that is accessible to Renaissance Society members, both online (color) and in print (black and white).

The template must accommodate color for online readers. It must also conform to Sac State Reprographics Department requirements for the printed black-and-white version.

It should also be adaptable to serve as the front cover of our Renaissance Annual Report.

## BUDGET

It is expected, but not mandated, that this project should require no more than 10 hours labor.

## PROCESS

**May 31, 2022:** Requests for proposals due to the Renaissance Society at 6000 J Street, Mail Stop 6074, Sacramento, CA 95819-6074 or [renaissa@csus.edu](mailto:renaissa@csus.edu) no later than 5:00 p.m. It is the sole discretion of the Renaissance Society to accept late submissions.

**June 1, 2022:** Renaissance will review the submissions and select the finalists to be interviewed.

**June 2 - 3, 2022:** Finalists will be interviewed.

**June 3, 2022:** The Contract will be awarded to the selected contractor.

## REQUIREMENTS

Proposals shall include:

- A description of services to be performed and estimated timeline
- Professional experience and qualifications



- Cost
- Copy of similar work (electronic submission acceptable)
- References and any additional information

Proposals shall provide:

- Name of Business (whether an existing business or an independent contractor)
- Address
- E-mail
- Phone
- Website (if available)

### **EVALUATION PROCESS**

Proposals will be evaluated on the following criteria:

- Experience and project results.
- Ability to work with our two editors to construct a template for 11 newsletters that vary from month to month in content while retaining visual consistency.

Renaissance reserves the right to select the successful contractor.

**ITEM: 4.6**

**DATE: 5-16-2022**

**TITLE: RS draft 2022-2023 Annual Budget**

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

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**Background and Purpose:** The annual Renaissance Society budget process began at the February 14, 2022, Board meeting with the Controller Norv Wellsfry's conducting the annual Board Budget Workshop. The purpose was to help all Board members understand the budget calendar, components, revenues, expenditures, financial reserves, next steps, and budget management.

Budget calendar:

- ▶ Budget Proposals submitted to Finance & Administration Committee by April 18
- ▶ April/May – F&A Committee reviews requests and develops draft budget
- ▶ May Board Meeting – F&A Committee submits preliminary Budget to Board for discussion
- ▶ June Board Meeting – Final Budget submitted to Board for approval
- ▶ July 1 – FY 22-23 Budget implemented; committee advised of budget allocation for year

**Recommended Actions:** Review the draft RS Budget 2022-2023 prior to the meeting, discuss outstanding issues, and submit any recommended changes to the Controller.

**Presented by:** Norv Wellsfry, Controller

**Attachment:** Renaissance Society Budget 2023 attached to the Board meeting email