

# A G E N D A

## POLICY COMMITTEE

### REGULAR MEETING

TUESDAY, SEPTEMBER 6, 2016 AT 1:30 P.M.  
BOARD ROOM - GATEWAY COMPLEX

1. MEETING CALLED TO ORDER Robert Kelso, Chair
2. ROLL CALL Sue DiMaggio Adams, Les Birdsall, Robert Kelso, Geraldine Pyle
3. RESIDENTS' FORUM
4. APPROVAL OF THE REPORT OF MEETING HELD ON AUGUST 2, 2016
5. OLD BUSINESS
  - a. Policy 502.0 (Bulletin Boards and Display Cases) and consider for possible revisions.
  - b. Policy 502.1 (Flyers and Petitions) for possible revision.
  - c. Policy 201.3 (Guidelines for Creating Resident Activity Advisory Committees)
6. NEW BUSINESS
7. NEXT MEETING Tuesday, October 4, 2016, at 1:30 p.m. in the Gateway Board Room
8. ADJOURNMENT

cc: GRF Board

## POLICY COMMITTEE REPORT

REGULAR MEETING  
TUESDAY, AUGUST 2, 2016, AT 1:31 P.M.

A regular meeting of the Policy Committee was convened by the Chairman, Robert D. Kelso, at 1:31 p.m. on Tuesday, August 2, 2016, in the Board Room at Gateway Complex.

Present, in addition to the Chairman, were Sue DiMaggio Adams, Leslie Birdsall, and Geraldine Pyle. Also attending were Mary Lou Delpech, Secretary, and Carl W. Brown, Director, GRF; Timothy O'Keefe, CEO; Anthony W. Grafals, General Counsel; Jeffrey P. Matheson, Director of Resident Services; Kelly Berto, Recreation Supervisor; Catherine Tallyn, Staff Writer, Rossmoor News; and several residents.

Attendance

During the Residents' Forum, two residents thanked the Committee for its work on Policy 502.0, Bulletin Boards and Display Cases, and said they agreed with the proposed revisions. One resident asked what the criteria was for GRF staff to exclude any materials for display on GRF property and how that criteria applied to images on flyers. The Chairman explained that her questions were covered in the proposed revisions to Policy 502.0. Three residents spoke to the policy's proposed revisions and their perceptions regarding attempts to 1) exclude items from Club postings; 2) determine what is offensive and what is not; and 3) impose censorship and restrict free speech. The Chairman addressed each of those comments and answered residents' questions. Another resident spoke in favor of Policy 502.0 and explained its purpose as he understood it. Lastly, one resident commented on an article in the Rossmoor News and the facts presented therein, at which time the Chairman suggested she contact the Rossmoor News.

Residents'  
Forum

The Policy Committee's report of its meeting held on July 5, 2016, was unanimously approved.

Report  
Approved

The Committee reviewed staff's proposed revisions to Policy 502.0, Bulletin Boards and Display Cases. At its July 5<sup>th</sup> meeting, the Committee instructed staff to make an additional revision to the Policy. Discussion followed.

Policy  
502.0  
Proposed  
Revisions

A motion was made by Ms. Pyle and seconded by Ms. Adams to remove item A.11 on page 1.

Following further discussion, a motion was made by Ms. Pyle and seconded by Ms. Adams to amend the original motion to remove item A.11 on page 1 and replace it with item C.3 on page 2. Following discussion, the vote was taken on the motion, and the motion, as amended, CARRIED UNANIMOUSLY.

The Committee instructed staff to make the proposed revisions to Policy 502.0, Bulletin Boards and Display Cases, and bring the Policy back to the Committee for review at its September 6<sup>th</sup> meeting.

The Committee discussed Policy 502.1, Flyers and Petitions. At its July 5<sup>th</sup> meeting, the Committee instructed staff to make proposed revisions to the Policy. Following discussion, the Committee asked staff to make the following additional revisions and bring the Policy back to the Committee for review at its September 6<sup>th</sup> meeting:

Policy  
502.1  
Proposed  
Revisions

- 1) Item #10: remove the word "of" in the second line and replace it with the word "after", so that the line reads as follows: "...removed by the earlier of either the day after the event/deadline or ..."
- 2) Item #9: replace the word "person" with the words "organization or party".
- 3) Remove the words "posting", "postings", and "posted" from the Policy.

Under New Business, the Chairman added an item to the agenda and recommended that the Committee elect a Vice Chairman.

A motion was made by Ms. Adams, seconded by Mr. Birdsall, and CARRIED UNANIMOUSLY to elect Ms. Pyle Vice Chairman of the Policy Committee.

Vice  
Chairman  
Elected

The Committee then discussed Policy 201.3, Guidelines for Creating Resident Activity Advisory Committees. During discussion, Mr. O'Keefe proposed language to clarify the second item #3 regarding activities for which a resident advisory committee should not be created.

Policy  
203.1  
Proposed  
Revisions

A motion was made by Ms. Adams and seconded by Mr. Birdsall to add the following language to the end of the sentence for the second item #3: "Notwithstanding the foregoing, nothing in this Policy shall prohibit an advisory committee from evaluating the need for capital expenditures in the normal course of the operation of the resident activity." Following further discussion, the vote on the motion was taken, and the motion CARRIED UNANIMOUSLY.

A motion was made by Mr. Birdsall and seconded by Ms. Adams to add the word "exclusively" to the following introductory sentence in the second section of the Policy: "Any advisory committee should not be created exclusively to address the following:..." Following discussion, the vote on the motion was taken, and the motion CARRIED UNANIMOUSLY.

The Committee then instructed staff to make the proposed revisions to Policy 203.1 and bring the matter back to the Committee for review at its September 6<sup>th</sup> meeting.

Before concluding, the Chairman clarified that proposed revised Policies 502.0, Bulletin Boards and Display Cases, and 502.1, Flyers and Petitions, will come back to the Committee next month for a final review before being presented to the GRF Board for consideration.

Clarifica-  
tion by the  
Chairman

There being no further business to come before the Committee, the meeting was Adjourn-  
adjourned at 3:02 p.m. ment

The next meeting of the Policy Committee will be held on Tuesday, September 6, Next Mtg.  
2016, at 1:30 p.m. in the Board Room at Gateway Complex. 9/6/16

  
\_\_\_\_\_  
Robert D. Kelso, Chairman  
Policy Committee PJ

kv

Agenda Item: 5a  
Subject: Policy 502.0 (Bulletin  
Boards and Display  
Cases)  
Meeting Date: September 6, 2016

## ***SUMMARY REPORT GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS***

### **REPORT PREPARED BY:**

Anthony W. Grafals, General Counsel and Director of Confidential Services

### **REQUESTED ACTION:**

Review Policy 502.0 and consider for possible revisions.

### **BACKGROUND:**

A number of complaints were received by residents regarding bulletin board postings on GRF property by a particular club. In response, the club in question was requested to limit postings to avoid certain information deemed by a number of residents as being offensive, and as corroborated by staff. Although the club in question initially agreed to voluntarily limit its postings as requested, the club subsequently failed to comply.

In response, staff insisted that the club in question limit its bulletin board postings, to which the club again initially agreed to comply. Subsequently, members of the club in question took advantage of opportunities to alter the content of bulletin board postings by providing misinformation to GRF staff, resulting in a warning that further disregard for instructions may result in loss of bulletin board privileges on GRF property.

In response, the club in question alleges that P502.0 is ambiguous and has been applied inconsistently by staff. Additionally, members of the club in question and other residents have complained to the GRF Board alleging private censorship.

Although GRF is within its legal rights to censor information posted on Trust property, the question of whether or not to do so may be determined by the Board.

At the August 2, 2016 meeting of the Committee, the Committee reviewed edits suggested by staff at the July 5, 2016 meeting, and requested additional revisions, as noted in the attached markup.

### **ATTACHMENTS:**

Proposed Revised Policy 502.0 (Bulletin Boards and Display Cases) (August 2, 2016 meeting changes marked)

Current Policy 502.0 (Bulletin Boards and Display Cases)

Subject: Bulletin Boards and Display Cases

Purpose: To Establish a Policy to Control Display of Club and Residents Material on bulletin boards and in display cases in or on common GRF Clubhouse Facilities and property

The placement of bulletin board materials and regulation of common area display cases in or on common GRF clubhouse facilities or property is managed by GRF staff. Del Valle Clubhouse is managed by the Fitness Center Supervisor, Pool facilities are managed by the Head Lifeguard and all other facilities and property are managed by the Recreation Supervisor. Bulletin boards and display cases located in or at facilities with primary management by a recognized Rossmoor Club shall be controlled by that designated club (for example the Lawn Bowling Club will control the use of the bulletin boards in the Mat House and the Ceramics Club will control the bulletin board in the ceramics studio)

**A. General guidelines for posting material in display cases or on bulletin boards owned by GRF:**

1. All display cases are reserved and assigned through the Recreation Department on a first come first served basis, subject to space availability.
2. All materials must be submitted to the Recreation Supervisor for posting.
3. All materials submitted for posting must be approved by GRF.
4. Once approved, materials will be posted within three (3) days.
5. The process for reservations and any changes thereto will be posted in the Rossmoor News periodically.
6. No advertising of outside contractors, vendors, or solicitation of outside causes or business is allowed.
7. All posted material must have the name of the sponsoring club and/or resident with contact information on the front of the material.
8. All material must not be larger than 8.5" x 11.0".
9. All material must have the date posted printed on the front.
10. Material may only be posted for a maximum of 30 days prior to an event and must be taken down no later than the day after the event.
11. The purpose of the display cases is to allow Recognized Rossmoor Clubs & Organizations to provide information about their club which shall be limited to contact information, meeting dates and agendas, and social activities. Postings must not be about the club's beliefs, propaganda or causes it supports.
11. ~~No material may be posted which constitutes propaganda, or which may be viewed as offensive to other individuals or groups, as determined by GRF.~~
12. GRF reserves the right to remove any material posted that GRF determines, in its sole discretion, to be inappropriate which shall include but not be limited to

- comments or postings that could be construed as discriminatory towards a protected class, defamatory, libelous, hateful, of a political nature or propaganda.
13. Initial violations of any of the Guidelines will result in a warning, and direction to remove non-compliant material. Repeat violations of the Guidelines may result in temporary or permanent loss of posting privileges for the applicable individual, club or organization.

**B. Display Case outside Peacock Hall:**

1. The General Guidelines set forth in Section A, above, apply.
2. The locked display case outside Peacock Hall is only for the display of information for events scheduled at Peacock Hall.

**C. Display Cases near the craft rooms at Gateway:**

1. The General Guidelines set forth in Section A, above, apply.
2. The display cases are for the display of information by recognized Rossmoor Clubs & Organizations only.
- ~~3. The purpose of the display cases is to allow Recognized Rossmoor Clubs & Organizations to provide information about their club which shall be limited to contact information, meeting dates and agendas, and social activities. Postings must not be about the club's beliefs, propaganda or causes it supports.~~
- 4.3. Display cases are reserved from January through June, and July through December.
- 5.4. Display of material is limited to six (6) months.
- 6.5. The Activities Council has been granted permanent use of one (1) large display case.

**D. Locked Display cases in the Hall by the Redwood Room at Gateway:**

1. The General Guidelines set forth in Section A, above, apply.
2. Information for Classified ads are provided by residents and will be typed and posted by the Recreation Supervisor.
3. Classified ads may not include more than five items for sale.
4. Classified ads are for Rossmoor Residents only to advertise items they may have for sale.
5. Classified ads are posted for a maximum of 30 days.

Authority: Policy

5/29/03

5/29/14

/ /16

## Policy 502.0

Subject: Bulletin Boards and Display Cases

Purpose: To Establish a Policy to Control Display of Club and Residents Material on bulletin boards and in display cases in or on common GRF Clubhouse Facilities and property

The placement of bulletin board materials and regulation of common area display cases in or on common GRF clubhouse facilities or property is managed by GRF staff. Del Valle Clubhouse is managed by Fitness Center Supervisor, Pool facilities are managed by the Head Lifeguard and all other facilities and property are managed by the Recreation Supervisor. Bulletin boards and display cases located in or at facilities with primary management by a recognized Rossmoor Club shall be controlled by that designated club (for example the Lawn Bowling Club will control the use of the bulletin boards in the Mat House and the Ceramics Club will control the bulletin board in the ceramics studio)

**A. General guidelines for posting material in display cases or on bulletin boards owned by GRF:**

1. Space for display of material is on a first come first served basis based on space availability.
2. No advertising of outside contractors, vendors, or solicitation of any non-humanitarian cause or business is allowed.
3. All posted material must have the name of the sponsoring club and/or resident with contact information on the front of the material.
4. All material may not be larger than 8.5" x 11.0".
5. All material must have the date posted printed on the front of the material.
6. Material may only be posted for a maximum of 30 days prior to an event and must be taken down no later than the day after the event.
7. No obscene or offensive material may be posted as determined by GRF.

**B. Display Case outside Peacock Hall:**

1. The locked display case outside Peacock Hall is only for the display of information for events scheduled at Peacock.
2. All material must be submitted to the Recreation Supervisor for posting.



## Policy 502.0

**C. Display Cases near the craft rooms at Gateway:**

1. The display cases are for the display of information by recognized Rossmoor Clubs only.
2. Recognized Clubs must submit a request to use one of the cases to the Recreation Supervisor. Space will be allocated on a first come basis.
3. Display of material is limited to six (6) months for the smaller display cases and one (1) month for a large display case.
4. The Activities Council has been granted permanent use of one (1) large display case.

**D. Locked Display cases in the Hall by the Redwood Room at Gateway:**

1. Material must be submitted to the Recreation Supervisor for posting in the locked display cases in this area.
2. Information for Classified ads are provided by residents and will be typed and posted by the Recreation Supervisor.
3. Classified ads may not include more than five items for sale.
4. Classified ads are for Rossmoor Residents only to advertise items they may have for sale.
5. Classified ads are posted for a maximum of 30 days.

Authority: Policy

5/29/03

5/29/14

Agenda Item: 5b  
Subject: Policy 502.1 (Flyers and  
Petitions)  
Meeting Date: September 6,  
2016

**SUMMARY REPORT**  
**GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS**

**REPORT PREPARED BY:**

Anthony W. Grafals, General Counsel and Director of Confidential Services

**REQUESTED ACTION:**

Review Policy 502.1 for possible revisions.

**BACKGROUND:**

At its June 7, 2016 meeting, the Committee considered Policy 502.0 (Bulletin Boards and Display Cases) for possible revisions. In the course of its discussion, reference was made to Policy 502.1 (Flyers and Petitions). At the conclusion of the meeting, the Committee Chair requested that P502.1 be added to the July 5, 2016 agenda for concurrent consideration and discussion with P502.0.

At its July 5, 2016 meeting, the Committee requested changes be made to Sections 6 and 8 of the Policy, to make P502.1 more consistent with the most recent revisions to P502.0 (Bulletin Boards and Display Cases).

At its August 2, 2016 meeting, the Committee requested additional changes as noted in the minutes and marked in the attached proposed revised draft of P502.1.

**ATTACHMENTS:**

Proposed Revised Policy 502.1

## Policy 502.1

Subject: Flyers and Petitions

Purpose: To Establish a Policy to Control ~~Posting and placement~~ Placement of Flyers and Petitions by Members on GRF Property

1. The ~~posting and placement~~ of petitions or flyers in Clubhouses or on Foundation property is subject to approval by the Foundation.

2. Only GRF Members may ~~post or place~~ flyers or petitions.

3. Flyers or petitions may be left in Foundation facilities for circulation on a first-come first-served basis, provided ~~posting or placement~~ does not interfere with normal usage of space, damage any property, or litter the grounds.

4. Flyers and petitions may be attached to clipboards or placed on suitable counters as space allows, but may not be attached to walls, posts, poles or other structures, nor may they be ~~posted or placed~~ on vehicles on GRF property.

5. Only flyers or petitions for non-commercial purposes may be ~~posted or placed~~ on Foundation property.

6. No advertising of outside contractors, vendors, or solicitation of any ~~non-humanitarian~~ outside cause or business is allowed.

7. ~~Posting or placement~~ of flyers or petitions may be limited by the Foundation based on space availability.

8. GRF reserves the right to remove any material that GRF determines, in its sole discretion, to be inappropriate or offensive, including but not limited to comments of a political nature or which may be construed as discriminatory, defamatory, hate speech, or propaganda.

~~The Foundation may remove any petition or flyer that is found to interfere with normal facilities usage, or determined by the Foundation to be offensive, disruptive, or in violation of law or Foundation policies.~~

9. Each page of a flyer or petition must contain the name and contact information for the organization or party ~~person posting or placing~~ the materials.

10. Flyers and petitions must include a date of ~~posting or placement~~ and must be removed by the earlier of either the date of day after the event/deadline, or thirty calendar days from the date of ~~posting or placement~~.

11. The person ~~posting or placing~~ a petition or flyer is responsible for any damage to property, including but not limited to, nail holes or staples, and for removal of any litter that results from such ~~posting or placement~~.

Authority: Policy

5/29/14  
\_/\_/16

Agenda Item: 5c  
Subject: Policy 201.3  
(Guidelines for Creating  
Resident Activity Advisory  
Committees)  
Meeting Date: September 6,  
2016

**SUMMARY REPORT**  
**GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS**

**REPORT PREPARED BY:**

Anthony W. Grafals, General Counsel and Director of Confidential Services

**REQUESTED ACTION:**

Review Policy 201.3 for possible revisions.

**BACKGROUND:**

On July 15, 2016, an email was sent by the CEO to the Chair of the Committee (attached) regarding concerns expressed by GRF Director Geraldine Pyle that the Fitness Advisory Committee may have acted in a manner which is beyond the scope of its charter. The CEO requested that Policy 201.3 be reviewed by the Committee for possible revision consistent with the concerns expressed.

At its August 2, 2016 meeting, the Committee recommended changes to P201.3 as noted in the minutes thereof and reflected in the attached proposed revised Policy P201.3.

**ATTACHMENTS:**

Policy 201.3  
Email from CEO dated 7/15/16

## Policy 201.3

Subject: Guidelines for Creating Resident Activity Advisory Committees

Purpose: To Establish Guidelines for Creating Resident Activity Advisory Committees

Prior to establishing a resident activity advisory committee the Board shall consider the amount of staff time that will be required to attend committee meetings and otherwise assist the committee. Additionally, an advisory committee should be created *only* when:

1. The facility in which the activity is held is managed by GRF staff; and
2. Specialized knowledge is required for proper oversight of the activity and such knowledge is more readily available among resident user groups rather than the Board; and
3. There are multiple venues or multiple user groups with minor differences that are best mediated by a Board-approved representative instead of the full Board.

An advisory committee should not be created exclusively to address the following:

1. A specific, non-recurring usage problem; or
2. A specific maintenance or repair problem; or
3. To serve as a vehicle to lobby the GRF Board for a capital expenditure. Notwithstanding the foregoing, nothing in this Policy shall prohibit an advisory committee from evaluating the need for capital expenditures in the normal course of the operation of the resident activity.

Authority: Policy

1/25/07

1/16

**From:** [Tim O'Keefe](#)  
**To:** [Bob Kelso](#); [Anthony Grafals](#)  
**Cc:** [Geri Pyle](#)  
**Subject:** Policy Committee review item  
**Date:** Friday, July 15, 2016 3:02:33 PM  
**Attachments:** [Policy 201.3.pdf](#)

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Bob & Tony-

Geri Pyle has requested that the Committee review policy 201.3, specifically the charter prohibition against the committee serving:

"...as a vehicle to lobby the GRF Board for a capital expenditure."

She expressed to me that she is concerned that the Fitness Center Advisory Committee has overstepped its charter by advocating for the renovation of the fitness center. Although Geri didn't mention it, by extension, the Golf Advisory and Aquatics Advisory Committees have also advocated for capital expenditures which might also violate their charter.

The policy language only prohibits committees from being *created* for the purpose of advocating for a capital expenditure, which these committees were not created to do. Their primary responsibilities are to advise the Board on matters pertinent to their respective areas which may or may not include occasional capital expenditure requests. Capital expenditure requests often go through them and their input on the request is invaluable to the Board. So, it could be argued, that the phrase doesn't apply to the ongoing operations of the committees. But I think it could also be inferred that the listed prohibitions should apply to the ongoing operations of the committees.

I concur with her that we should either:

1. enforce the prohibition and remind the committees that they are not allowed to advocate for capital expenditures—which might seem counter-productive as an advisor to the Board—or;
2. revise the language to make the intent of the policy more clear, or;
3. remove the sentence from the policy

Tim