

A G E N D A

POLICY COMMITTEE

REGULAR MEETING
TUESDAY, NOVEMBER 15, 2017 AT 1:30 P.M.
BOARD ROOM - GATEWAY COMPLEX

1. MEETING CALLED TO ORDER Robert Kelso, Chair
2. ROLL CALL Mary Lou Delpech, Geri Pyle, and Steve Roath
3. RESIDENTS' FORUM
4. APPROVAL OF THE REPORT OF MEETING HELD ON OCTOBER 03, 2017
5. OLD BUSINESS
 - Policy 502.0 (Bulletin Boards)
6. NEW BUSINESS
 - Ad Hoc Tech Committee Meeting Internet Use
GRF Bylaws Article IV, Section 4 – Meetings and Access
Policy 201.1 – Advance Notice of Meetings
Policy 201.4 – Open Committee Meetings
7. NEXT MEETING DECEMBER 5, 2017 GATEWAY COMPLEX, BOARD ROOM
8. ADJOURNMENT

cc: GRF Board

POLICY COMMITTEE REPORT

REGULAR MEETING
TUESDAY, OCTOBER 3, 2017, AT 1:30 P.M.

A regular meeting of the Policy Committee was convened by the Chairman, Robert D. Kelso, at 1:30 p.m. on Tuesday, October 3, 2017, in the Board Room at Gateway Complex.

Present, in addition to the Chairman, were Mary Lou Delpech, Stephen D. Roath, and Geraldine Pyle. Also attending were Timothy O'Keefe, CEO; Anthony W. Grafals, General Counsel and Jeff Matheson, Director of Residential Services. Attendance

Residents commented on Policy 502.0 (Bulletin Boards), 502.1 (Control Posting & Placement of Flyers), 601.2 (Rossmoor News Editorial Policy) and 604.0 (Rossmoor Election Media Access). Residents' Forum

Upon a motion, duly seconded, the Committee approved the minutes of the meeting held on September 5, 2017 without exception. Approval of Minutes of September 5, 2017

Following discussion and upon a motion, duly seconded, the Committee approved proposed changes to Policy 104.1.1 (Membership Guidelines) for recommendation to the GRF Board. Approved Changes to Policy 104.1.1 (Membership Guidelines)

Following discussion, the Committee requested staff to work on proposed revisions to Policy 502.0 (Bulletin Boards) for presentation to the Committee at its next scheduled regular meeting, along with Policy 502.1 (Control Posting & Placement of Flyers). Policy 502.0 (Bulletin Boards) Referred to Staff

The Committee took note of a conflict with the next regularly scheduled meeting date of November 7, 2017. Following discussion, the Committee approved moving the meeting date to 1:30 PM on November 15, 2017. Next Mtg. 11/5/17

There being no further business to come before the Committee, the meeting was adjourned at 2:45 p.m. Adjournment

Robert D. Kelso,
Policy Committee Chairman

Agenda Item: 5
Subject: Policy 502.0 (Bulletin
Boards and Display
Cases)
Meeting Date: November 15, 2017

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 changes and make recommendations to GRF Board as applicable.

BACKGROUND:

Complaints from residents continue regarding bulletin board postings on GRF property that the administration of Policy 502.0 is disparate and inconsistent despite amendments to the Policy approximately one year ago which were intended to address similar complaints at that time.

In response to prior complaints, staff sought to limit postings in bulletin boards to exclude materials deemed offensive. However, some residents complained at the September 5, 2017 Policy Committee meeting that P502.0 was still ambiguous and has been applied inconsistently by staff. Additionally, residents continue to complain about private censorship.

GRF is within its legal rights to censor information posted on Trust property, or otherwise limit or ban private bulletin board postings entirely. The Policy Committee has elected to revisit the question of whether or not to recommend that the Board impose more or less stringent limitations on Bulletin Board postings.

At the September 5, 2017 meeting of the Committee, Staff was requested to prepare and present a proposed markup of Policy 502.0 at the October 3, 2017 meeting. (copy attached)

Also at the October 3, 2017 meeting of the Committee, Director Roath distributed a markup of Policy 502.0 with new/additional changes recommended by him. (copy attached)

ATTACHMENTS:

Policy 502.0 (Bulletin Boards and Display Cases) (Staff Markup)
Policy 502.0 (Bulletin Boards and Display Cases) (Roath Markup)

Staff Markup

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 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. Recognized Rossmoor Clubs may post information about non-profit organizations they support, limited to the name and contact address, however, promotion of contractors, vendors or commercial businesses is no permitted. ~~No advertising of outside contractors, vendors, or solicitation of outside causes or businesses 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.
- 10-11. Posters for events such as movies or speakers may only contain the title of the event, location, date, time, and provide a brief summary of the movie or background of the speaker(s) and overview of the topic to be covered.
- 11-12. The purpose of the display cases is to allow Recognized Rossmoor Clubs & Organizations to provide information about their club which shall be limited to

Staff Markup

Policy 502.0

contact information, mission statement, name of causes or programs the club supports, meeting dates and agendas, and social activities. ~~Postings must not be about the club's beliefs, propaganda or causes it supports.~~

~~12.13.~~ Content may not be offensive or derogatory to others as reasonably interpreted by GRF. 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.

~~13.14.~~ 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. Display cases are reserved from January through June, and July through December.
4. Display of material is limited to six (6) months.
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

Staff Markup

Policy 502.0

5/29/03
5/29/14
10/27/16 Rev.

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 for approval prior to posting. Approval may take 2 business days.
- ~~3. All materials submitted for posting must be approved by GRF.~~
Once approved, materials will be posted within three (3) days.
4. The process for ~~reservations and any changes thereto will be posted in the Rossmoor News periodically.~~ posting of materials and for approval, and any changes thereto, will be posted in the Rossmoor News on occasion.
- ~~5. No advertising of outside businesses, contractors, or vendors, or nor will any solicitation of outside causes or businesses is be allowed.~~
- ~~6.5.~~ All posted material must have the name of the sponsoring Rossmoor Club, or authorized Organization, and/or resident with appropriate contact information on the front of the material.
- ~~7.6.~~ All The material to be posted must not be larger than 8.5" x 11.0".
- ~~8.7.~~ All material must have the date ~~posted printed~~ of its posting shown on the front.
- ~~9.8.~~ Materials may only be posted for a maximum of no more than 30 days prior to ~~an the~~ event being promoted and must be taken down ~~no later than the day after the event.~~ the following day.
- ~~10.9.~~ The purpose of the display cases and bulletin boards is to allow assist Recognized Rossmoor Clubs & Organizations and authorized organizations to in providing information about the organizations meetings and socil activities along with contact information, as well as dates of future

ROATH MARKUP

Policy 502.0

~~activities, 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.~~

~~11.10. The GRF reserves the right to disallow or to from display cases and/or bulletin boards any material that the GRF determines, in its sole discretion, to be inappropriate which shall include, but is not limited to comments or postings that could be construed as discriminatory toward a protected class, defamatory, libelous, or hateful. 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.~~

~~12.11. Postings of "propaganda" in support of, or in opposition to a "political point of view" will be disallowed. 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. Display cases are reserved from January through June, and July through December.
4. Display of material is limited to six (6) months.
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.

ROATH MARKUP

Policy 502.0

Authority: Policy

5/29/03

5/29/14

10/27/16 Rev.

Agenda Item: 6
Subject: Tech Committee Meetings
and Access
Meeting Date: November 15, 2017

SUMMARY REPORT

GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS

REPORT PREPARED BY:

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

REQUESTED ACTION:

Consider whether the Ad Hoc Tech Committee can/should disseminate materials for consideration and receive comments through Internet postings, and make a recommendation to the GRF Board on the matter.

BACKGROUND:

GRF Bylaws as amended on 5/13/02 and effective as of 9/3/02, are controlling as to the GRF Board. The GRF Board may not alter the Bylaws or deviate therefrom. The Bylaws may be changed only by a majority vote of the Members of GRF.

Article 4, Section 4, of the GRF Bylaws sets forth requirements for resident access to meetings applicable to the GRF Board. Generally, a meeting is defined as,

“ . . . any congregation of a majority of directors at the same time and place to hear, discuss, or deliberate upon any item of business scheduled to be heard or to be considered or acted upon by the Board of Directors, except those items that may be discussed in executive session.”

This section further requires that, “Written minutes of the proceedings of meetings of the Board of Directors shall be prepared and maintained.”

The requirements applicable to meeting access to Members are set forth in subsection b., as follows:

i. All meetings of the Board of Directors shall be open to Members except when the Board of Directors adjourns to executive session.

ii. Any meeting of the Board of Directors can be held in executive session and shall be closed to consider litigation, matters relating to the formation of contract with third parties, Member discipline, or personnel matters. Any subject discussed in executive session shall be generally noted in the minutes of the Board of Directors.

iii. The Board of Directors shall permit any Member to speak at any meeting of the Board of Directors, except for meetings held in executive session. The Board of Directors may establish a reasonable time limit for all Members to speak to the Board of Directors.

iv. The minutes and minutes proposed for adoption, marked as to their draft status, or a summary of minutes of meetings of the Board of Directors, except meetings held in executive session, shall be made available to Members within 30 days after the meeting. Minutes, proposed minutes or summary minutes shall be distributed to any Member upon request.”

GRF Policy 201.1, Advance Notice of Meetings, (attached) sets forth requirements for publication of advance notice of meetings and a summary of the proposed agenda for all GRF Board and Committee meetings.

GRF Policy 201.4, Open Committee Meetings, (attached) prescribes standards for open access to Committee meetings by GRF Members.

A member of the GRF Tech Committee has proposed the following as a protocol to be adopted by the Tech Committee:

“A website could have a page that shows documents and you can have comments on various pages but it is much cleaner than a chat board. The main purpose of a website, in this iteration, is to disseminate information. In my vision of the website there won't be back and forth. There will be the posting of documents by the committee and a separate area where comments can be made by the residents. Committee members will not respond on the website. Any responses would be saved for the meetings . . . It would be useful to see comments from residents so we can find out problems early on in the process.”

It should be noted that the member of the Tech Committee making this suggestion is the Chairman of the Policy Committee.

If accepted by the GRF Board, the Board may further determine whether such a protocol would be required of the Tech Committee, or optional and subject to approval by the members thereof. The Board may also wish to set forth further directions/limitations/conditions to be imposed upon the Committee as conditions of approval, including the possible development of a new policy for such website use by committees.

ATTACHMENTS:

Policy 201.1 – Advance Notice of Meetings

Policy 201.4 – Open Committee Meetings

Subject: Advance Notice of Meetings

Purpose: To Establish a Policy for Advance Notice of Meetings of the Board of Directors of the Golden Rain Foundation and Its Various Committees

It shall be the policy of the Board to publish, in advance of its regular meetings, a summary of the proposed agenda.

The Rossmoor News is to publish announcements of meetings of the Board of Directors and meetings of the various committees in a consistent fashion, using a box and a consistent page location insofar as possible.

Authority: Policy

4/28/73

Policy 201.4

Subject: Open Committee Meetings

Purpose: To Establish a Policy for Open Committee Meetings

Consistent with the Board's policy of transparency and, in an effort to encourage member participation in GRF governance, the Board approved opening meetings of all committees of the Board to members (residents) of the GRF on February 23, 2006.

Consistent with Policy 201.1, Advance Notice of Meetings, notice of committee meetings shall be published in the Rossmoor News, and a summary of the proposed agenda for regular meetings of committees shall be published in advance of the meetings. It shall also be the policy of the Board that all committee meetings be open and the following procedures be followed for meetings of all committees, including advisory, Board, and ad hoc:

1. All committee meetings shall be open for observation by any member (resident) of the GRF with the understanding that the chairman of any committee of the Board may hold a committee meeting in executive session, or adjourn an existing committee meeting to executive session, where the subject or subjects to be discussed require confidentially, such as litigation, matters relating to the formation of a contract with third parties, member discipline, or personnel matters. If the chairperson of a committee feels that an executive session is appropriate, he/she shall consult with staff before calling an executive session.
2. All committee meetings shall include a members' (residents') forum or otherwise allow GRF members an opportunity to speak.
3. Minutes of all committee meetings shall be taken and provided to the Board Office staff for finalizing as soon as practical after a meeting, preferably within a few days after a meeting. The minutes, except those of meetings held in executive session, shall be distributed to any member (resident) of the GRF upon request.

Authority: Policy

12/3/09