

# CALIFORNIA STATE RETIREES

**California State Retirees  
Board of Directors Meeting**

**Wednesday, November 1, 2023  
9:00 a.m. – 3:00 p.m.**

**Embassy Suites by Hilton - Riverfront Promenade  
100 Capitol Mall,  
Sacramento, CA. 95814**

## **Summary of Motions**

CSR 23/11/29 Motion: Fountain, second by Umemoto - That the CSR Board of Directors approve the November 1, 2023 agenda. CARRIED

CSR 23/11/30 Motion: Herrera, second by Behrens - That the CSR Board of Directors approve the June 28, 2023 meeting minutes. CARRIED

CSR 23/11/31 Motion: Herrera, second by Umemoto to approve replacing the language in section 5.06. CARRIED

### **5.06 Chapter Grants**

(a) Chapter Grant Funds

The chapter Grant Application is based amount of a chapter grant will depend upon substantiated chapter needs. The Board of Directors (BOD) shall consider a chapter request for the purpose of providing the means for chapter to complete endeavors that have been unforeseen and are necessary for the chapter's mission critical operation, i.e., meetings, additional meetings, or projects. emergency funding. for unforeseen expenses beyond the chapter's control. The

~~funds awarded can only be used on the need for which they were awarded and only on expenses occurring after Board approval. The Grant funds awarded shall only be used for the specific purposes outlined in the Grant Application approved by the BOD. Grant funds can only be used for expenses incurred after the date of the BOD approval. The amount awarded per chapter shall not exceed \$2,000 per grant for each fiscal year. Chapters are not entitled to more than one grant per year and not to exceed \$3,000 per fiscal year. may not be awarded more than \$3,000 per fiscal year. A chapter shall not be awarded a grant if at the time of the grant request, they have more than the 3 months dues allocation in their chapter accounts.~~

(b) **Grant Request Form**

~~The Board~~ BOD approved will specify the forms shall to be used by the chapters to present requests for grants.

(c) **Procedure for requesting a Grant**

The request for a grant is to be sent to the CSR Office marked Grant Request and received in the offices 60 days prior to the next BOD meeting date. The request must:

(1) Be submitted on the CSR Chapter Grant Application form: ~~proper form~~:

(2) Set forth the details of the need for the grant, including estimated cost and time frame (beginning and estimated date of completion):

(3) Be submitted with the most current:

- Chapter Budget
- Chapter Financial Reports
- Chapter Spending Projections
- Most recent Bank Statement
- Minutes – with motion requesting grant (amount and purpose) passed by members for submittal of grant request.
- Inventory (if equipment is being requested)

~~(4) Copy of minutes from either chapter meeting or executive committee, where a motion was passed by members for submittal of grant request. Motion must include amount and purpose of the request.~~

(d) Approval of Grant – Once the Chapter Grant Request packet is received at CSR Headquarters a review process commences.

~~(1) The Board shall review all chapter grant requests.~~

~~(2)~~ (1) The Finance committee will review Grant Requests for completeness and financial need, working with Chapters current budgeted line items. The Chapter President shall be contacted if needed to assist with any areas of concern. Any grant request that not accompanied by all required documents shall be denied will not be sent forward until all documentation requirements are met.

~~(3) Any funds not used for the purpose stated in the grant request shall be returned to CSR Headquarters.~~

(2) The Finance Committee will forward a completed Grant Request to the Chief Financial Officer (CFO) for final review.

(3) Upon completion of the CFO's review, the Grant Request shall be sent to the BOD.

(4) The BOD will review all grant requests prior to allocation of funds.

(5) ~~(4)~~ The Chapter will be notified by the ~~Board~~ CFO within 30 days of the action taken on the request.

(e) Progress and Completion of Grant Shall Not Exceed one year.

(1) The chapter must report monthly on expenditures pertaining to the grant award to include a report on the progress. This The expenditure report must be submitted on the CSR Grants Disbursement form and the progress may be submitted on a separate sheet(s) of paper.

(2) Additionally, the President of the Vhapter receiving the grant shall report quantitative results at each Leadership Meeting until the reason/purpose for the grant is completed.

(3) Any funds not used for the purpose stated in the grant request shall be returned to CSR Headquarters.

CSR 23/11/32 Motion: Herrera, second by McDonnell to add language under the responsibilities of the Finance Committee to provide essential support of chapters and the corporation. CARRIED

## **12.01 Finance Committee**

The Committee works in ~~conjunction~~ concurrency with the Chief Financial Officer (CFO), who has the responsibility to advise the Board on all matters relating to the expenditure of Corporation funds.

Responsibilities are as follows when directed by CFO or BOD:

(a) Advise the Board on all matters related to the ability of the Corporation to fund programs and objectives i.e.:

- (1) Dues adjustments
- ~~(2) Use of reserves~~
- ~~(3) (2) Deferment of specific programs and objectives~~

(b) Review all Association policy changes; or new policy, which requires change of the budget of the Corporation.

(c) Review ~~for action~~ and make recommendation on any matters which monetarily or administratively affect the operating budget of the Corporation.

(d) Review reports on the financial status of the Corporation and make recommendations for adjustments to the Board;

~~(e) Review the budget for the next fiscal year and make recommendations to be presented to the Board at the last Board meeting of the current Fiscal Year.~~

~~(f) Prepare a budget for submission to the Corporation delegates for each Delegate Assembly.~~

(e) When directed by the President or CFO and utilizing standardized training material, be available to assist chapters regarding record keeping and filing requirements to ensure uniformity and completeness of information.

(f) Review Grant Requests for completeness and financial need, working with chapters current budgeted line items. Finalized Grant Requests will then be submitted to CFO.

~~(g) In conjunction with the Corporate Investment Committee, the finance committee shall ensure that corporate investments will not be used to:~~

- ~~(1) — Borrow for investment purpose (leverage);~~
- ~~(2) — Invest in any instrument which is commonly considered a “derivative” investment (e.g. options, future swaps, caps, floors, and collars);~~
- ~~(3) — Contract to sell securities not acquired in order to purchase other securities for purpose of speculating on development to trends to the market;~~
- ~~(4) — Invest in more than \$150,000 in commercial paper;~~

~~(h) Investments in securities shall be by rules established by the Board. Any approved investments shall be determined in executive session.~~

CSR 23/11/33 Motion: Behrens, second by Umemoto, to table this issue until the next Delegate Assembly. FAILED

CSR 23/11/34 Motion: Herrera, second by Hunter-Fretwell to bring issue back to the Board for discussion. CARRIED

CSR 23/11/35 Motion: Behrens, second by McDonnell, moved to allow the Membership Committee to continue through June 26, 2024 to collect, analyze, and prepare data to draft the written Membership Handbook and training guide in order to provide pilots to test the different ideas and projects throughout the state. CARRIED

CSR 23/11/36 Motion: Paradis, second by Umemoto to approve replacing the language in section 9.05 – Candidate Consent Statement Form in the Governing Rules. CARRIED

### 9.05 Candidate Consent Form

Prior to closing of nominations, a completed and signed eCandidate eConsent eStatement Form must be submitted to the chapter president, the chairperson of the Nominating Committee, the Corporate office, or the presiding officer at the meeting convened for nominations of chapter officers, Delegate Assembly and General Council delegates ~~prior to the closing of nominations.~~

#### CANDIDATE CONSENT STATEMENT FORM

"I \_\_\_\_\_, of Chapter \_\_\_\_\_  
(Print Name) (Chapter #)

hereby consent to be a candidate for the position(s) of chapter officer~~(s)~~ and/or delegate as specified below:

- President
- Vice President
- Treasurer
- Secretary
- CSEA/CSR Delegate

