



July 12, (typo corrections)  
 These guidelines were approved by Senior Caucus Board May 27, 2021

# CHAPTER GUIDELINES

DEVELOPED BY THE CHAPTER AD HOC TASK FORCE FEB 2021 – MAY 2021

## AD HOC CHAPTER TASK FORCE OBJECTIVES

### OBJECTIVES and PURPOSE

- Objective of the Task Force is to develop Guidelines which will identify roles and parameters for Senior Caucus local Chapters to follow.
- The purpose of the Guidelines is to assist local chapters in their governance, to assist in communication and interaction within and between Chapters across the state, to grow the number of Chapters particularly in less urban areas, and to grow total membership in the Senior Caucus across the state.
- To develop / create a modified organizational structure to the Senior Caucus to be able to manage many Chapters state wide.
- Any Charter change recommendations will be sent to the Annual Membership Meeting for incorporation into the Senior Caucus Charter.

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## I. MEMBERSHIP

Small group: John Larva, Roger Gerhke, Linda Larson, Mel Aanerud

### General Recommendations:

- Per the DFL Constitution & Bylaws, dues cannot be required to affiliate with any DFL group. Donations are a voluntary contribution. Waivers are to be considered upon request, not for other criteria. Waived members should be considered “in good standing,” in the same way that donated members are.
- A voluntary donation or a waived voluntary donation by the Membership Director determines whether a person is a “member in good standing.”
- The Senior Caucus does not want and cannot be seen to limit participation due to a person’s economic situation.
- Voluntary membership donation can be collected for the Senior Caucus through an ActBlue online donation at [www.dflseniors.org/](http://www.dflseniors.org/), collected by the Chapter, or collected by the Senior Caucus Treasurer.
- Whichever entity, Chapter, Membership Director, or other, receives cash, checks or the monetary equivalent, forwards that to the Senior Caucus Treasurer, after duly recording the relevant information.

### General Recommendations on Membership:

- A member is considered **first** a member of the Senior Caucus, and then chooses, or declares, their own Chapter.
- At Senior Caucus in-person events, it is recommended that Chapters have a representative to assist in collecting membership donations to minimize the bottleneck created by having all dues donations go through only the Senior Caucus Treasurer.
- It is recommended that the Membership Director and Chapters will work with their DFL Organizing Unit to recruit new members and establish new Chapters. Organizing Units that are unable to help the Membership Director and/or the Chapter Director will request that assistance from the DFL VAN Staff.
- Members:
  - Any member of the DFL Senior Caucus can attend any Chapter meeting or event. Visiting among chapters is encouraged especially with remote telecom sessions.
  - It is not necessary to assign every member a Chapter. The Membership Director can reach out to individuals to inform them that a Chapter exists in their area.

### General:

- Senior Caucus Chapters do not qualify for the Political Contribution Refund program (PCR).

### Chapter Responsibilities:

- Chapters may collect the voluntary membership donation.
- Chapters may “pass the hat at their events.” Chapters may add an additional voluntary membership donation to the Senior Caucus.
- Membership: Chapters can specify their own membership drive calendar.

- Membership: Chapter meetings are not limited to members in good standing. However, when voting takes place within the local chapters, only members in good standing are eligible to vote.
- Membership: Each Chapter will report a list of members in good standing, when known, to the Senior Caucus Treasurer and Membership Director, at least quarterly in order for the Senior Caucus Treasurer to reconcile the membership lists. Chapters maintain their own membership list.
- Chapters must register with the state Campaign Finance Board if they collect or spend over \$750 annually and shall inform the Senior Caucus Treasurer of same.

#### Membership Director Responsibilities:

- The Membership Director maintains the centralized member in good standing list in collaboration with the Senior Caucus Treasurer
- The Membership Director should develop a document explaining voluntary membership donations, the amount, the membership length of time, who the potential member should pay to, who to request a waiver from, and what the voting rights are. This is recommended to be sent out on a regular basis to every chapter.
- The Membership Director has the authority to waive voluntary donations for individuals to become members in good standing.

#### Senior Caucus Treasurer Responsibilities:

- Senior Caucus Treasurer maintains the centralized member in good standing list in collaboration with the Membership Director.
- Senior Caucus Treasurer will validate each Chapter membership list and dues payment at least quarterly.
- The Senior Caucus Treasurer and Membership Director will report a list of members in good standing to the Chapters at least quarterly in order for the Chapters to reconcile membership lists.
- Senior Caucus funds from the Senior Caucus Treasury cannot be spent without the Senior Caucus Board and Treasurer approval.
- Chapter funds cannot be spent without the Chapter Executive Committee or Chapter Board approval.
- Senior Caucus or Chapters must be registered and report to the Campaign Finance Board if it spends or receives over \$750 in one year.

#### B. Applicable Requirements:

##### I. Dues and Membership:

From Campaign Finance Law: (Note that it is the Senior Caucus as a whole who must report all income and covered expenditures including those from chapters):

“A committee or a candidate who receives contributions or makes disbursements of more than \$750 in a calendar year shall submit an initial report”

“Political purposes. An act is done for “political purposes” when the act is intended or done to influence, directly or indirectly, voting at a primary or other election.”

##### From DFL Constitution and Bylaws:

“Article I Our Party

Membership in this party is open to all Minnesota residents who support the principles of the Democratic-Farmer-Labor Party of Minnesota. No person may vote on any motion, resolution, nomination or election at any caucus,

convention, meetings or conference of the Democratic-Farmer-Labor Party who is a member of any other political party.”

“Article VIII Community Outreach Organizations and Caucuses

Section 1. Authorized Community Outreach Organizations

1. Its membership consists of at least 25 members who meet the requirements of Article I, Section 2.
2. It represents a community within the Party which is not defined by its geography (i.e. a geographic area in MN smaller than the entire state).
3. It has not yet been authorized under this article.
4. It has adopted governing documents which are approved by the DFL State Party Constitution, Bylaws, and Rules Committee. Said governing documents shall:
  - a. define what constitutes membership in the organization (including payment for dues and stating that dues are voluntary);”
  - b. require the organization hold meetings at least four times per year, in addition to the annual meeting of its full membership;
  - c. provide that, when there has been an endorsement by the official DFL convention, commission, or central committee having jurisdiction, the organization may not support or spend money for any candidate running in opposition to an endorsed DFL candidate;
  - d. provide that the organization will not take a public position contrary to the DFL Ongoing Platform and Action Agenda (although the organization may advocate for change within the DFL party, and encourage people to bring resolutions to precinct caucuses):

“Section 2. Community Caucuses

Bylaw Criteria for a Community Caucus

4. It completed at least three activities per year that meaningfully engaged its membership and the community. Examples of such activities include, but are not limited to:
  - d. Conducting a program of mentorship for new members throughout the year;”

From Senior Caucus Charter:

“Article II: Purposes, Powers, and Governance:

Section 1. Purposes: The purposes of this Caucus are: 1) to foster the involvement of Minnesota seniors, especially those persons 55 years of age and older, in the political process; 2) to encourage their active participation in the DFL Party; 3) to bring outreach and focus to senior issues; 4) to promote, support, and hold accountable DFL candidates at all levels who are aware of and committed to the concerns of Minnesota seniors; 5) to increase voter turnout among Minnesota seniors; and 6) to ensure appropriate senior representation in party positions in the DFL Party”

“Section 3. Governance: The Caucus shall be governed by the Board between annual membership meetings.”

“Article III Membership

Section 1 Eligibility: Membership is open to all Minnesota seniors who support the purposes and principles of the Caucus, who consider themselves Democrats, and who agree with principles of the DFL Party, its Constitution and Bylaws, and the DFL Senior Caucus Charter.”

“Section 2 Members in Good Standing: Those wishing to join shall submit a membership form to the Caucus with the appropriate dues. The amount of membership dues shall be determined by the Board, be paid annually, and can be waived.

Waiver of dues may be granted through written request to the Membership Director who shall have the authority to grant waiver. The Membership Director shall maintain all waiver requests and grant decisions.”

“Article IV Principal Officers

Section 2. Responsibilities of Principal Officers

- (iv) The Treasurer shall keep record of, account for, and report on the financial activities of the Caucus”

“Article V The Board

Section 2. Duties of the Board of Directors:

- (iii) Conducting the financial affairs of the Caucus, including approval of expenditures;
- (iv) Collecting dues and raising funds to support the activities of the Caucus;”

## **II. CENTRALIZED SPEAKER OR EVENTS FOR CHAPTERS**

Small group: Pat Mann, Norm Hanson, Karla Sand, Mel Aanerud, Roger Gehrke

### Chapter Recommendations:

- Chapters may develop their own speaker programs. The purpose of speakers and events is to activate seniors in their local communities and voice important ideas and objectives as democrats and give seniors something to think about and act on. The Chapter Board or Chapter Executive Committee acts as its own program committee.
- Chapters are encouraged to post their own Chapter events and speaker programs on the Senior Caucus Facebook page.

### General Recommendations:

- Speakers and programs cannot oppose the DFL party and cannot sponsor or endorse any oppositional position to DFL endorsed candidates or issues.
- The Senior Caucus Board may elect to have state-wide speaker events on state-wide issues or issues of national interest.
- A centralized list of speakers and programs any Chapter has held may be posted on the Senior Caucus website for easy access by any Chapter. This may include speaker contact information pending speaker permission.
- The Senior Caucus Board may publish Chapter events in email blasts pending volunteer time.
- Speakers and programs should reflect senior issues as much as possible. However, speakers should be informational without strict limitation to “senior issues” topics. These can include general topics of interest which may include local issues, such as water safety, local road safety, and local candidates.

### Applicable requirements:

#### From DFL Constitution and Bylaws:

“Article VIII Community Outreach Organizations and Caucuses: to encourage and develop leaders within the community who can run for public office, assume Party leadership positions, and carry the Party’s message back to the community;”

#### “Section 2. Community Caucuses

#### Bylaw Criteria for a Community Caucus

4. It completed at least three activities per year that meaningfully engaged its membership and the community. Examples of such activities include, but are not limited to:

c. Sponsoring or co-sponsoring a public exhibit, membership drive, or information session about the organization itself or about the DFL Party;

e. Hosting or co-hosting a culturally relevant issue-based educational or advocacy event in the community at large.”

#### From Senior Caucus Charter:

“Article V The Board.

#### Section 2. Duties of the Board of Directors:

(ii) Authorizing and organizing candidate forums and screening, accountability and review sessions, speaker events, and similar activities;”

### **III. TECHNOLOGY USE**

Small Group: Bonnie Lokenvitz, Earl Bower, John Larva, Lyn Burton

#### General:

- The Senior Caucus will maintain a Technology Committee who will set a strategic direction in consultation with the full Caucus Board on use of technology on behalf of the Senior Caucus.
- Technology in use currently is the VAN (Voter Access Network) Minnesota statewide voter database, the Senior Caucus Facebook page, the Senior Caucus website, the DFL website that has a simple list of Senior Caucus activities, email blast service – MailChimp, and probable use of DFL Action Network email blast service. The Senior Caucus may use the robo-call feature of the DFL when it is available (was discontinued during the Covid isolation).
- Senior Caucus membership list in the VAN must be accessible by the Membership Director, the Senior Caucus Treasurer, and one member of the Senior Caucus Technology Committee.

#### Technology Committee Responsibilities:

- The Technology Committee designated VAN point person will request the DFL VAN staff to periodically purge deceased individuals from the Senior Caucus “My Campaign” section of the VAN, if it continues to be required.
- Email blasts will be sent by the Technology Committee member assigned to email blast service.
- Senior Caucus membership in the VAN must be accessible by the Membership director, the Senior Caucus Treasurer, and one member of the Senior Caucus Technology Committee.

#### Senior Caucus Treasurer Responsibilities:

- The Senior Caucus Treasurer maintains the existing DFL VAN membership database to store membership; The Senior Caucus Treasurer will enter member in good standing status into the VAN when voluntary dues donations are paid or waived.
- The Senior Caucus Treasurer will forward the most current membership to the Membership Director monthly.
- The Senior Caucus Treasurer will assist the Membership Director as needed in accessing the DFL VAN membership database.
- Senior Caucus membership in the VAN must be accessible by the Membership director, the Senior Caucus Treasurer, and one member of the Senior Caucus Technology Committee

NOTE: It is expected that a transition may occur over time to the Membership Director, to “own” the technology method used for the Caucus membership list.

#### Membership Director Responsibilities:

- Senior Caucus membership in the VAN must be accessible by the Membership director, the Senior Caucus Treasurer, and one member of the Senior Caucus Technology Committee

- Membership Director has the authority to waive voluntary donations for individuals to become members in good standing. The Membership Director will either enter that information into the VAN membership database or request the Senior Caucus Treasurer to enter the information.
- The Membership Director, in consultation with the Board, will determine privacy access for who can access detailed membership information from membership list data.

Applicable requirements:

- The DFL office may have privacy rules about privacy of personal data and access to data maintained by the VAN database management organization.
- These rules have not been described to the Senior Caucus other than the limit of three (3) individuals from the Senior Caucus who can access to the Senior Caucus's "my campaign" selection of the database.
- DFL sends an agreement form which must be signed in order for ORGANIZING UNIT, Candidates, or Caucuses to use the VAN or ActionNetwork (email blast).

## IV. FUNDRAISING

Small group: Mary Bliesmer, Tony Scallon, Linda Larson

### General Recommendations:

1. Chapters may use several methods for raising funds. Chapters might raise funds for local costs, a few examples such as, printing costs, purchase lunches for speakers, mailings, and donations to candidates.
2. Chapters may “pass the hat” at events and programs to raise funds for local use a few examples such as, printing costs, purchase lunches for speakers, mailings, and donations to candidates and/or local promotions.
3. Chapters may request a voluntary separate Chapter membership donation above the Senior Caucus voluntary membership donation.
4. Chapters may send requests to members periodically to raise funds for local use. Silent auctions can be conducted at local and statewide events, i.e. Annual meetings, Galas, picnics, etc.
5. Chapters must report at least semi-annually to the Senior Caucus Board their treasury status.
6. If Chapters collect or spend more than \$750 they must register with and report to the Campaign Finance Board as required for compliance purposes; and Chapters must report that to the Senior Caucus Treasurer.

### Applicable requirements:

#### From Campaign Finance Law:

Note that it is the Senior Caucus as a whole who must report all income and covered expenditures including those from chapters – not individual Chapters

“A committee or a candidate who receives contributions or makes disbursements of more than \$750 in a calendar year shall submit an initial report”

“Political purposes. An act is done for “political purposes” when the act is intended or done to influence, directly or indirectly, voting at a primary or other election.”

From Constitution and Bylaws:

“Article VIII Community Outreach Organizations and Caucuses

Section 1. Authorized Community Outreach Organizations

4. It has adopted governing documents which are approved by the DFL State Party Constitution, Bylaws, and Rules Committee. Said governing documents shall:

a. define what constitutes membership in the organization (including payment for dues and stating that dues are voluntary);”

b. require the organization hold meetings at least four times per year, in addition to the annual meeting of its full membership;

c. provide that, when there has been an endorsement by the official DFL convention, commission, or central committee having jurisdiction, the organization may not support or spend money for any candidate running in opposition to an endorsed DFL candidate;

d. provide that the organization will not take a public position contrary to the DFL Ongoing Platform and Action Agenda (although the organization may advocate for change within the DFL party, and encourage people to bring resolutions to precinct caucuses):

Section 2

4. It completed at least three activities per year that meaningfully engaged its membership and the community. Examples of such activities include, but are not limited to:

a. Hosting or co-hosting a fundraising event for the organization or the party:

b. (Existing Community Caucuses only.) Endorsing a candidate and actively engaging at least 5 percent of eligible voters within the endorsee’s district;

c. Sponsoring or co-sponsoring a public exhibit, membership drive, or information session about the organization itself or about the DFL party;

d. Conducting a program of mentorship for new members through the year; or



- e. Hosting or co-hosting a culturally relevant issue-based educational or advocacy event in the community at large.

From Senior Caucus Charter:

“Article II: Purposes, Powers, and Governance:

Section 1. Purposes: The purposes of this Caucus are:

- 1) to foster the involvement of Minnesota seniors, especially those persons 55 years of age and older, in the political process;
- 2) to encourage their active participation in the DFL Party;
- 3) to bring outreach and focus to senior issues;
- 4) to promote, support, and hold accountable DFL candidates at all levels who are aware of and committed to the concerns of Minnesota seniors;
- 5) to increase voter turnout among Minnesota seniors; and
- 6) to ensure appropriate senior representation in party positions in the DFL Party”

“Section 3. Governance: The Caucus shall be governed by the Board between annual membership meetings.”

“Article IV Principal Officers

Section 2. Responsibilities of Principal Officers

(iv) The Treasurer shall keep record of, account for, and report on the financial activities of the Caucus”

“Article XII Dissolution and Revocation of Charter

Section 2. Chapter Dissolution: A Chapter may only be dissolved with the approval of at least sixty percent (60%) of its members in good standing. Ballots shall be counted thirty (30) days after the mailing of the ballots. Upon dissolution of a Chapter or Subchapter, and the payment of its remaining liabilities, the remaining assets shall revert to the Caucus.”

## V. CHAPTER FORMATION

Small Group: Gary Westorff, Roger Gehrke, Sandy Trudeau, Earl Bower, Linda Larson

### Recommendations:

- Newly added Directors are recommended:
  - A newly added Director titled - Chapter Coordinator, will be added as part of the Membership committee, but not part of the Senior Caucus Executive Committee. The Chapter Coordinator duties shall include: Coordinate all current Senior Caucus Chapters, assist if needed in their speaker and monthly events when requested, assist and collect biannual Chapter reports to the Caucus Board; The Chapter Coordinator will focus on coordination of Chapter efforts, speakers, etc. and report to the Senior Caucus Board meetings. The Chapter Coordinator report does not prevent individual chapters from also reporting at Caucus Board meetings. The Chapter Coordinator should be a Chapter Chair and be elected by the Chapter Chairs group.
  - A newly added Director titled - Chapter Development Director will be active in the formation of new Chapters and assist Chapters who need additional assistance to remain active. The Chapter Development Director will not be part of the Senior Caucus Executive Board but will be part of the full Senior Caucus Board. This Director will actively seek new Chapter formation. Mileage reimbursement is expected for this position due to the extensive driving across state and based on federal nonprofit amount.
- The Membership Director is on the Executive Committee as stated in the Charter. All three positions are on the Board of Directors but only the Membership Director is on the Senior Caucus Executive Committee. The Membership Director duties are to focus on increasing general membership across the state and to keep track of general membership in coordination with the Senior Caucus Treasurer. The Membership Director is also considered the Senior Caucus Outreach and Inclusion Director.
- Treasurer and the Membership Director must share all membership data with each other.
- The Membership Director documents voluntary donation waivers for members in good standing.
- The Membership Director, Chapter Coordinator and the Chapter Development Director must work collaboratively. The Chapter Coordinator and the Chapter Development Director work under the direction of the Membership Director.

### Applicable requirements:

#### From DFL Constitution and Bylaws

(Note that this document prohibits a chapter from becoming an independent Community Outreach Organization):

“Article VIII Community Outreach Organizations and Caucuses

Section 1. Authorized Community Outreach Organizations

1. Its membership consists of at least 25 members who meet the requirements of Article I, Section 2.
2. It represents a community within the Party which is not defined by its geography (i.e., a geographic area in Minnesota smaller than the entire state).
4. It has adopted governing documents which are approved by the DFL State Party Constitution, Bylaws, and Rules Committee. Said governing documents shall:
  - g. provide the organization is subordinate to the Party’s constitution, bylaws, and Official Call.

DFL Constitution Article I, Section 2 Membership

4. It has adopted governing documents which are approved by the DFL State Party Constitution, Bylaws, and Rules Committee. Said governing documents shall:

- a. define what constitutes membership in the organization (including payment for dues and stating that dues are voluntary);”
- b. require the organization hold meetings at least four times per year, in addition to the annual meeting of its full membership;
- c. provide that, when there has been an endorsement by the official DFL convention, commission, or central committee having jurisdiction, the organization may not support or spend money for any candidate running in opposition to an endorsed DFL candidate;
- d. provide that the organization will not take a public position contrary to the DFL Ongoing Platform and Action Agenda (although the organization may advocate for change within the DFL party, and encourage people to bring resolutions to precinct caucuses):

From Senior Caucus Charter:

“Article II: Purposes, Powers, and Governance:

Section 1. Purposes: The purposes of this Caucus are: 1) to foster the involvement of Minnesota seniors, especially those persons 55 years of age and older, in the political process; 2) to encourage their active participation in the DFL Party; 3) to bring outreach and focus to senior issues; 4) to promote, support, and hold accountable DFL candidates at all levels who are aware of and committed to the concerns of Minnesota seniors; 5) to increase voter turnout among Minnesota seniors; and 6) to ensure appropriate senior representation in party positions in the DFL Party”

“Article VIII Chapters

Section 1. Subordinate Chapters: Caucus members residing within a particular Minnesota U.S. Congressional District, or smaller geographic unit, are encouraged to organize and operate a Chapter of the Caucus in that district in order to further the purposes and activities of the Caucus. Caucus members seeking to form such a Chapter must agree to operate under the Caucus Charter and must apply to the Board for recognition as an official Chapter. Chapters must elect a chair who is a member in good standing and who will represent the chapter as a member of the Board. Chapters must semiannually report their activities to the Board.”

“Article XII Dissolution and Revocation of Charter

Section 2. Chapter Dissolution: A Chapter may only be dissolved with the approval of at least sixty percent (60%) of its members in good standing. Ballots shall be counted thirty (30) days after the mailing of the ballots. Upon dissolution of a Chapter or Subchapter, and the payment of its remaining liabilities, the remaining assets shall revert to the Caucus.”

## VI. COMMUNICATION

Small group: Mel Aanerud, Julianne Johnson, Jacki Lindbloom, Jim Reed

### General Recommendations:

- Recommend continued use and enhanced use of developed media and social communications including:
  - Newsletter
  - Email blasts
  - Facebook posts
  - Website posts
  - Postal service
- The Senior Caucus should produce a business-card type information piece that has website, main email address, and Facebook link with space on the back to write local information. This can be used for recruiting, but also as a method to get Senior Caucus information to the public by the Communication Director.
- Chapter Chairs should all remain part of the Senior Caucus board and be allowed to report if desired.

### Chapter Responsibilities:

- Communicate information received from Chapter Coordinator and Communications Director to their Chapter members.
- If there are controversies, the Chapters will seek advice from the Senior Caucus Board
- Chapters will post their own events on the Senior Caucus Facebook page
- Chapters will work with the Technology Committee to post their activities on the Senior Caucus website calendar.
- Chapter Chairs will develop their own programs locally, but they will share that information with the Chapter Coordinator, so that others outside their chapter who may want to participate are able.
- Recommend Chapters be in close communication with their local DFL Organizing Unit that may include: have a position on Senate District, Organizing Unit and/or Congressional District central committee to promote what they and the Senior Caucus do. This promotes the capability to send communication back to the DFL Party and encourages each level of the local DFL units' central committees to have communication to and from the Senior Caucus. Something like a "Senior Director" for each Organizing Unit is a good recommendation to put forth.

### Chapter Coordinator Responsibilities:

- The Chapter Coordinator will report monthly to the Senior Caucus Board meetings based on what the Chapters' events and activities are or have been.

### Communication Director Responsibilities:

- Communication Director is the Chair of Communications Committee.
- Communication Director will convene a committee for help in completing communication efforts, brainstorming, and execute the work load.
- Communication Director and Chapter Coordinator will work collaboratively to assist Chapters in receiving and operationalizing strategic Senior Caucus information.
- Communication Director will develop a method to send information to all chapters.

### Senior Caucus Secretary Responsibilities:

- Secretary will work collaboratively with the Communication Director and Chapter Coordinator to disseminate Board decisions and information sharing.

### Senior Caucus Board Responsibilities:

- Senior Caucus Board will fill the Communication Director position; in order to insure that the website, Facebook, newsletter, and other publications, are produced and contain coordinated information. The Communications Director is not expected to produce those information methods (although may participate in the development) but is expected to coordinate the publications.

### Applicable Requirements:

#### From DFL Constitution and Bylaws:

“Article VIII Community Outreach Organizations and Caucuses

Section 1. Authorized Community Outreach Organizations

4. It has adopted governing documents which are approved by the DFL State Party Constitution, Bylaws, and Rules Committee. Said governing documents shall:

c. provide that, when there has been an endorsement by the official DFL convention, commission, or central committee having jurisdiction, the organization may not support or spend money for any candidate running in opposition to an endorsed DFL candidate;

d. provide that the organization will not take a public position contrary to the DFL Ongoing Platform and Action Agenda (although the organization may advocate for change within the DFL party, and encourage people to bring resolutions to precinct caucuses);

g. provide the organization is subordinate to the Party’s constitution, bylaws, and Official Call.”

“Section 2. Community Caucuses

Bylaw Criteria for a Community Caucus

4. It completed at least three activities per year that meaningfully engaged its membership and the community. Examples of such activities include, but are not limited to:

a. define what constitutes membership in the organization (including payment for dues and stating that dues are voluntary);”

b. (Existing Community Caucuses only.) Endorsing a candidate and actively engaging at least 5 percent of eligible voters within the endorsee’s district;

c. Sponsoring or co-sponsoring a public exhibit, membership drive, or information session about the organization itself or about the DFL Party;

e. Hosting or co-hosting a culturally relevant issue-based educational or advocacy event in the community at large.”

#### Minnesota Campaign Finance Law:

Subd. 1. When and where filed by committees. (a) A committee or a candidate who receives contributions or makes disbursements of more than \$750 in a calendar year shall submit an initial report to the filing officer within 14 days after the candidate or committee receives or makes disbursements of more than \$750 and shall continue to make the reports listed in paragraph (b) until a final report is filed. (b) The committee or candidate must file a report by January 31 of each year following the year when the initial report was filed and in a year when the candidate’s name or a ballot question appears on the ballot, the candidate or committee shall file a report:

Information required. The report to be filed by a candidate or committee must include: (1) the name of the candidate or ballot question; (2) the printed name, address, telephone number, signature, and email address, if available, of the person responsible for filing the report; (3) the total cash on hand designated to be used for political purposes; (4) the total amount of contributions and disbursements for the period from the last previous report to five days before the current report is due; (5) the amount, date, and purpose for each disbursement; and (6) the name, address, and employer, or occupation if self-employed, of any individual or committee that during the year has made one or more contributions that in the aggregate exceed \$100, and the amount and date of each contribution. The filing officer must restrict public access to the address of any individual who has made a contribution that exceeds \$100 and who

has filed with the filing officer a written statement signed by the individual that withholding the individuals address from the financial report is required for the safety of the individual or the individual's family.

6. Political purposes. An act is done for "political purposes" when the act is intended or done to influence, directly or indirectly, voting at a primary or other election. This does not include news items or editorial comments published or broadcast by the news media.

From Senior Caucus Charter:

"Article II: Purposes, Powers, and Governance:

Section 1. Purposes: The purposes of this Caucus are: 1) to foster the involvement of Minnesota seniors, especially those persons 55 years of age and older, in the political process; 2) to encourage their active participation in the DFL Party; 3) to bring outreach and focus to senior issues; 4) to promote, support, and hold accountable DFL candidates at all levels who are aware of and committed to the concerns of Minnesota seniors; 5) to increase voter turnout among Minnesota seniors; and 6) to ensure appropriate senior representation in party positions in the DFL Party"

"Article V The Board

Section 2. Duties of the Board of Directors:

(vii) Authorizing official statements of support for candidates, legislation or for policy at any level of government."

"Article IX Endorsement Process

Section 2. ENDORSEMENT OF OTHER CANDIDATES: Endorsements of other candidates shall be made at a properly noticed meeting of members in good standing of the subordinate Chapter that contains the election district in question. If no subordinate Chapter exists, the Board may call special meetings for the purpose of screening and endorsing candidates for such local races.

Section 3. CERTIFICATION OF CHAPTER ENDORSEMENT: Results of screening and endorsements by Chapters shall be submitted to the Board for certification. In a case where the outcome of a Caucus endorsement process is disputed, such a dispute shall be resolved by the Board."

"Article X "Public Statement – Formulation and Approval

c) No Chapter may make a public statement without prior Board approval."

## **VII. CHAPTER INDEPENDENCE**

(Small group was the entire task force membership)

### Background Discussion

Multiple meetings of the Chapter Ad Hoc Task Force were held to discuss if or how a Chapter can act independently from the Senior Caucus Board. In addition, an optional meeting was held on April 16, 2021, to discuss this one topic with Ad Hoc members and Political Involvement Committee (PIC) members. The only topic of this meeting was to define what a “local issue” is. The purpose of determining what a “local issue” is, will determine what activities Chapters can do independently without seeking prior approval. The group decided to define a process to determine what a local issue is, rather than defining specific situations, as either local or not local. The purpose was to determine whether a Chapter can act independently on that specific issue or with minimal input from the Senior Caucus Board on that specific issue.

Below are bullet points that the consensus of the group wanted addressed in the decision-making process:

- Senior Caucus Board and Chapters are required to follow DFL rules or the Senior Caucus might be removed as a Community Caucus. The DFL requires this of all Community Caucuses. Senior Caucus Board is dependent on the DFL. Chapters and Board must be subordinate to the DFL party endorsements and requirements. The DFL Party recognizes the Senior Caucus but does not recognize the Chapters as separate entities; therefore, Chapters are subordinate to the Senior Caucus Board.
- DFL Party involvement: Neither Chapters nor the Senior Caucus Board can endorse an issue or candidate if the DFL party has endorsed someone or something else. If the Senior Caucus and/or Senior Caucus Chapter endorses someone or an issue before the DFL party has endorsed it and subsequently the DFL party endorses a different person or issue, the Senior Caucus or Chapter must withdraw their endorsement.
- The process for determining whether an issue is local or not local must be timely and the steps in the process must be clearly communicated and widely understood.
- The process for approval for endorsements, recommendations, candidates, and issues must be the same.
- There must be a Chapter representative in the decision-making process.
- Chapters need to inform the Senior Caucus Board if local issues might be, or might become, a regional, statewide, or national issue. Chapters must be careful about local issue acceptance because it may affect either the DFL party or the DFL Senior Caucus.
- One of the important purposes of the creating Chapters is to find and identify issues affecting seniors in different parts of the state. This means that issues important to seniors may come from across the state and likely through the Chapters.

### Recommended Determination of Issues Status for Chapters Process:

In order for a Chapter to determine whether or not an action or issue is local, a Chapter Issues Commission was recommended as a decision-making body to expedite this determination.

### Chapter Issues Commission Membership

The Chapter Issues Commission is made of three Senior Caucus Board members only. This Commission shall initially be made up of

- Chapter Coordinator
- Political Involvement Committee (PIC) Chair
- Senior Caucus Vice-Chair

Each member must have an alternate who will spring into action when needed. The Board may decide to elect or appoint alternates for each Commission position. These three members must be separate individuals and cannot hold multiple Commission roles.

#### Decision-making process (see diagram for process)

##### Chapter Action:

- An issue or action arises from a Chapter and the Chapter Chair is not sure that the issue or action is local or that it might not be local. The Chapter Chair may consider the will of the Chapter membership in making their decision. The Chapter Chair may ask for a Chapter vote on an issue, or instead may make the decision to send it on to the Chapter Issues Commission.
- The Chapter Chair reports the issue or action and provides an opinion as to whether it is local or not local to the Chapter Issues Commission.
- A timeline starts when the request for clarification goes to the Chapter Issues Commission. The final decision should not take more than three (3) days to report back to the Chapter.

##### Commission Action:

The Commission may:

- Accept the opinion of the Chapter Chair, or
- Require a decision by the Commission before any action is taken; if the Commission is still unable to reach a decision, they must report that to the Senior Caucus Chair. The Commission must ask the Senior Caucus Chair for assistance in the decision-making process, and/or
- Seek input as they may need, in their deliberations, wherever they decide to look for it.

##### Caucus Chair Action:

- The Senior Caucus Chair may offer advice and ask the Commission to return with a decision or no decision.
- If there is still no decision by the Commission, the Senior Caucus Chair will then: decide the issue is local, decide that the issue is not local, or decide that the issue must go to the full Senior Caucus Board for resolution
- Any result must be reported by the Commission to the Chapter Chair and subsequently to the Senior Caucus Board.

##### Emergency Track:

In the case of a real and/or a critical emergency, a Chapter Chair may decide to contact the Senior Caucus Chair directly with an issue or action. The Senior Caucus Chair will determine if it is a real and/or critical emergency. At that point, the Senior Caucus Chair may decide it is local and tell the Chapter Chair to go ahead, or it is not local and the Chapter may not do it, or it must revert to the full Senior Caucus Board. The Caucus Chair must report any such decision at the next scheduled Board meeting.



## **DETAILS and EXCEPTIONS TO THE ISSUES STATUS PROCESS**

### Senior Caucus Board

- Upon receiving a report from the Senior Caucus Chair regarding a local vs. non-local decision made by the Chair, the Senior Caucus Board must
  - a. Accept the report “as is”, or
  - b. Decide, at the request of three (3) Board members to critique the ruling of the Chair. The Senior Caucus Board’s choices then become, by majority vote to:
    - 1) Approve the Chair’s decision, or
    - 2) Approve the Chair’s decision, with advice, or
    - 3) Disapprove the Chair’s decision, with advice
- All Chapter Issues Commission reports to the Senior Caucus Board regarding decisions made by the Commission or the Senior Caucus Chair, shall be dealt with in the following manner:

The Senior Caucus Board may:

  - a. Accept the report as “received”, or
  - b. Decide to accept the report, with advice, or
  - c. Disapprove of the decision, with advice
- Vacancies on the Commission shall be immediately filled with a Board Member designated by the Senior Caucus Chair. And the Senior Caucus Board, at its next regular meeting shall:
  - a. Confirm the Senior Caucus Chair’s emergency appointment, or
  - b. Place a Senior Caucus Board member of their choice in the vacant Commission position.
- The Senior Caucus Board may choose to reconstitute the Chapter Issues Commission membership at a time of their choosing, however, it is recommend that this time then be firmly established. The January Board meeting is suggested as a possible date.

NOTE: the Senior Caucus Board must designate a primary contact for the Chapter Chairs, if for any reason, the Chapter Coordinator is no longer on the Commission.

### Chapter Chairs

- The Chapter Chairs may consider the Chapter Coordinator as their primary contact on the Chapter Issues Commission. (see note on Senior Caucus Board responsibility to designate a primary contact above)
- Reminder: The Chapter can, as usual, at any time, seek the overall support of the DFL Senior Caucus for an issue or action simply by approaching the Senior Caucus Board through their Chapter Chair because the Chapter Chair is always a member of the Senior Caucus Board.
- Nothing prevents a Chapter from seeking the advice and/or assistance of either the Chapter Coordinator or the Chapter Issues Commission in approaching the Senior Caucus Board or the Annual Membership Meeting on any issue or action.

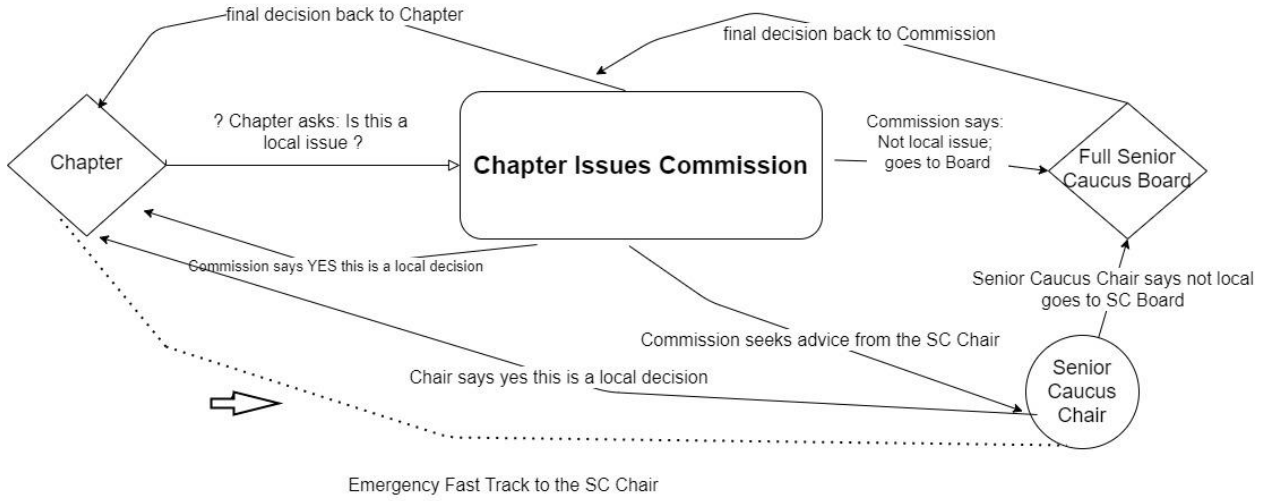
### Senior Caucus Members

- Nothing in this procedure shall be construed to prevent the right of any Senior Caucus Member to act on their own behalf and in their own name on a senior issue in any manner that they are legally permitted to do.

## General

- All decisions made within this procedure shall be entered into the minutes of the Senior Caucus Board by sending them to the Senior Caucus Secretary who will document these decisions.
- The charge and duties of the Chapter Issues Commission shall be to endeavor to preserve the comprehension, cohesion, and integrity of either the Senior Caucus Board's and/or the Senior Caucus Membership's positions regarding public pronouncements or actions on political issues and situations.
- The Chapter Ad Hoc Task Force understands that the Senior Caucus Board may well wish to refine and further define clearly the duties and charge of the Chapter Issues Commission.
- The Chapter Ad Hoc Task Force recommends that the Senior Caucus Vice Chair work closely in general with the Political Involvement Committee (PIC) Chair and the Chapter Coordinator.

**CHAPTER ISSUES COMMISSION PROCESS FLOW**  
June 2021



**Recommended process timeline**  
= 3 days

- Chapter Issues Commission Members**
- Caucus Vice Chair
  - PIC Chair
  - Chapter Coordinator
  - (named alternatives)

Applicable Requirements:

Senior Caucus Charter

Chapters are dependent and must agree to follow the rules of the Senior Caucus Charter

ARTICLE VIII. CHAPTERS

Section 1. SUBORDINATE CHAPTERS: Caucus members residing within a particular Minnesota U.S. Congressional District, or smaller geographic unit, are encouraged to organize and operate a Chapter of the Caucus in that district in order to further the purposes and activities of the Caucus. Caucus members seeking to form such a Chapter must agree to operate under the Caucus Charter and must apply to the Board for recognition as an official Chapter. Chapters must elect a chair who is a member in good standing and who will represent the chapter as a member of the Board. Chapters must semiannually report their activities to the Board.

SENIOR CAUCUS CHARTER says that regarding endorsement, Chapters must get approval – certification - from the Senior Caucus Board for any endorsement including local elections; and neither the chapter nor the Senior Caucus board may endorse someone running against a DFL endorsed candidate.

ARTICLE IX. ENDORSEMENT PROCESS

Section 1. STATEWIDE CANDIDATES: A sixty percent (60%) affirmative vote of the members in good standing present and voting at a properly noticed membership meeting is required for Caucus endorsement of a statewide candidate.

Section 2. ENDORSEMENT OF OTHER CANDIDATES: Endorsements of other candidates shall be made at a properly noticed meeting of members in good standing of the subordinate Chapter that contains the election district in question. If no subordinate Chapter exists, the Board may call special meetings for the purpose of screening and endorsing candidates for such local races.

Section 3. CERTIFICATION OF CHAPTER ENDORSEMENT: Results of screening and endorsements by Chapters shall be submitted to the Board for certification. In a case where the outcome of a Caucus endorsement process is disputed, such a dispute shall be resolved by the Board.

Section 4. SUPERIORITY OF DFL PARTY ENDORSEMENT: An endorsement of a candidate by the DFL Party, or its properly authorized local units, shall preempt any conflicting endorsements of the Caucus, or its Chapters. The Caucus need not necessarily endorse a candidate who has obtained a DFL Party endorsement, but the Caucus shall not endorse or support a candidate who is running in opposition to a DFL endorsed candidate.

Senior Caucus Charter says that regarding public statements, such as articles to a local newspaper Chapters must get approval from the SC Board in advance.

ARTICLE X. PUBLIC STATEMENT - FORMULATION AND APPROVAL,

c) No Chapter may make a public statement without prior Board approval.

B: Endorsement

"Article II. PURPOSES, POWERS AND GOVERNANCE

Section 1. PURPOSES: The purposes of this Caucus are: 1) to foster the involvement of Minnesota seniors, especially those persons 55 years of age and older, in the political process; 2) to encourage their active participation in the DFL Party; 3) to bring outreach and focus to senior issues; 4) to promote, support, and hold accountable DFL candidates at all levels who are aware of and committed to the concerns of Minnesota seniors; 5) to increase voter turnout among Minnesota seniors; and 6) to ensure appropriate senior representation in party positions in the DFL Party.

The Caucus shall be operated exclusively for political and educational purposes. It shall be subject to the Constitution and Bylaws and the ongoing platform of the DFL Party. It shall not support or spend money in support of any candidate who is running against a DFL-endorsed candidate.

Section 3. GOVERNANCE: The annual membership meeting shall constitute the supreme governing body of the Caucus. The Caucus shall be governed by the Board between annual membership meetings."

Interdependent or Independent:

"ARTICLE V. THE BOARD Section 2. DUTIES OF THE BOARD OF DIRECTORS: The management and direction of the business and affairs of the Caucus shall be vested in the Board.

Article VIII. CHAPTERS

Section 1. Subordinate Chapters: Caucus members residing within a particular Minnesota U.S. Congressional District, or smaller geographic unit, are encouraged to organize and operate a Chapter of the Caucus in that district in order to further the purposes and activities of the Caucus. Caucus members seeking to form such a Chapter must agree to operate under the Caucus Charter and must apply to the Board for recognition as an official Chapter.

Article IX. ENDORSEMENT PROCESS

Section 3. CERTIFICATION OF CHAPTER ENDORSEMENT: Results of screening and endorsements by Chapters shall be submitted to the Board for certification. In a case where the outcome of a Caucus endorsement process is disputed, such a dispute shall be resolved by the Board.

Advancing senior issues through legislation and congress

"Section 2. DUTIES OF THE BOARD OF DIRECTORS: The management and direction of the business and affairs of the Caucus shall be vested in the Board. Its duties shall include:

(vii) Authorizing official statements of support for candidates, legislation or for policy at any level of government.

Article X. PUBLIC STATEMENT - Formulation and Approval

The Board may make a public statement on behalf of the Caucus provided that: c) No Chapter may make a public statement without prior Board approval.

## Recommendations for Senior Caucus Charter Changes

### RECOMMENDATIONS FOR CHARTER CHANGES:

1. (#20) strike “subchapter” in Senior Caucus Charter – there is no such thing as a “subchapter.”
2. Article III, Section 2 Dues change to: Article III Section 2 - Members in good standing are those with a voluntary donation or waived voluntary donation. Documented by the Treasurer and the Membership Director. Article V Section 2 (iv) Membership dues are a voluntary contribution.
3. Newly added Directors are recommended:
  - a. A newly added Director titled - Chapter Coordinator, will be added as part of Membership but not part of the Senior Caucus Executive Committee. The Chapter Coordinator duties shall include: Coordinate all current Senior Caucus Chapters, assist if needed in their speaker and monthly events when requested, assist and collect biannual Chapter reports to the Caucus Board; The Chapter Coordinator will focus on coordination of Chapter efforts, speakers, etc. and report to the Senior Caucus Board meeting. The Chapter Coordinator report does not prevent individual chapters from also reporting at Caucus Board meetings. The Chapter Coordinator should be a Chapter Chair and be elected by the Chapter Chairs group.
  - b. A newly added Director titled - Chapter Development Director will be active in the formation of new Chapters and assist Chapters who need additional assistance to remain active. The Chapter Development Director will not be part of the Senior Caucus Executive Committee but will be part of the full Senior Caucus Board. This Director will actively seek new Chapter formation. Mileage reimbursement is expected for this position due to the extensive driving across state and based on federal nonprofit amount.
  - c. The Membership Director, the Chapter Coordinator and the Chapter Development Director must work collaboratively. The Chapter Coordinator and the Chapter Development Director work under the direction of the Membership Director.
4. Chapters must report their treasury status at least semi-annually to the Senior Caucus Treasurer.
5. The Membership Director duties are to focus on increasing general membership across the state and keep track of general membership in coordination with the Senior Caucus Treasurer. The Membership Director is also considered the Outreach and Inclusion Director. The Membership Director documents voluntary donation waivers for members in good standing.
6. Chapter Issues Commission

#### Chapter Issues Commission Membership

The Chapter Issues Commission is made of three Senior Caucus Board members only. This Commission shall initially be made up of

- Chapter Coordinator
- Political Involvement Committee (PIC) Chair
- Senior Caucus Vice-Chair (may need to include under Vice Chair duties also)

Each member must have an alternate who will spring into action when needed. The Board may decide to elect or appoint alternates for each Commission position. These

three members must be separate individuals and cannot hold multiple Commission roles.

## **Recommendations for Senior Caucus Operational Changes**

### RECOMMENDATIONS FOR CAUCUS OPERATIONAL CHANGES:

1. Establish a fundraising committee as part of a Finance Committee that will plan and implement board-approved fundraising activities, based on an annual plan that would be presented each January. The committee would elect its own Chair & Co-Chair. The committee would present a budget proposal as well each January, along with the annual report from the previous year's activities, funds raised, & disbursements from funds raised.
2. See additional operational duties for the Membership Director and Treasurer in Section I Membership.
3. See additional operational duties for the Membership Director and Treasurer in Section III Technology Use.
4. See additional operational duties for the Communications Director in Section VI Communication
5. See additional operational duties for the Secretary in Section VII Chapter Independence.

### FURTHER TASK FORCE RECOMMENDATIONS

The Task Force further recommends that the Senior Caucus Board consider four (4) areas for documentation and action:

1. The Senior Caucus Charter: that appropriate Charter amendments be approved to implement the Task Force Report.
2. Bylaws: that Charter Bylaws be created to further implement the recommendations of the Task Force Report.
3. A Procedures and Operations Document be created to complete implementation of the Task Force Report.
4. That the Chapter Guidelines Document, the content of this report along with any further clarifications be implemented

NOTE: Only approval of the Guidelines Document and drafts of recommended Charter changes or amendments needs to be completed by the Board prior to the August 2021 Annual Membership Meeting. All other items may be implemented by the Senior Caucus Board subsequent to the 2021 August Membership Meeting.

## Members

### Task Force Co-Chairs

Kay Hendrikson  
Earl Bower

### Chapter Chairs:

- b. Anoka Chapter, Chair Mel Aanerud
- c. East Central Chapter, Bonnie Lokenvitz
- d. East Metro Chapter, Chair Kay Hendrikson
- e. Mankato Area Chapter, Chair: Mary Bliesmer
- f. Minneapolis Area Chapter, Chair Ken Vreeland, attendance by Vice chair Tony Scallon
- g. North East MN Chapter (Duluth) Chair Gary Westorff resigned for personal reasons; added Tina Welsh but was unable to contact
- h. North Metro Chapter, Chair Norm Hanson
- i. South East MN Chapter (Rochester), Chair Pat Mann
- j. South Metro Chapter, Chair Roger Gehrke, stepped down due to no longer Chair; added new Chair MaryAnn Devusse
- k. Saint Paul Chapter, Chair Lyn Burton
- l. Tri-County Chapter Chair Sandy Trudeau and Jacki Lindbloom, Requested to be removed because no longer a chapter

### Past Membership Directors

- Julianne Johnson
- Linda Larson
- Josey Warren requested to be removed

### Additional:

Dwayne King, founding member  
John Larva, Executive Committee  
Jim Reed, Executive Committee  
Karla Sand Executive Committee  
Don Bye Executive Committee  
Guest for section VII INDEPENDENCE: Joe Mullery



## **Working documents used for Chapter Guidelines development**

- Ground rules
- Objectives
- Purpose and Objectives and Process
- Meeting Timelines

### **GROUND RULES FOR AD HOC CHAPTER TASK FORCE**

**Meeting Guidelines/Ground Rules** (Adapted from several sources including the Harvard Business Review) Ground rules are powerful tools for improving team process. Having ground rules helps teams bring out the best ideas from every participant.

1. Log in 5 to 10 minutes ahead of time.
2. All participants will be placed on mute as they enter the meeting.
3. Roll call and introductions will be taken at the beginning of the meeting for all members. Whether you joined via the internet, or zoom, or phone, members should un-mute themselves, if present, to confirm attendance.
4. Mute your microphone when you are not talking; when called upon, please unmute and state your name each time prior to speaking.
5. If members have a question or comment they should send a chat message with “comment” or “question” and wait until they are recognized. \* All questions and comments will be taken in the order they were placed in the chat feature and the person will be called on to detail the full comment or question.
6. If votes are needed: Votes will be conducted via roll call vote.
7. Focus your comments and keep them short.
8. Treat everyone with respect, even if you disagree with them. We cannot tolerate disrespectful comments.
9. Give everyone a chance to participate; please do not interrupt.
10. Have fun!

\*If members need help with chat or any other zoom function, let Earl know and he can walk you through it.

## **AD HOC CHAPTER TASK FORCE OBJECTIVES**

### **OBJECTIVES and PURPOSE**

- Objective of the Task Force is to develop Guidelines which will identify roles and parameters for Senior Caucus Local Chapters to follow.
- The purpose of the Guidelines is to assist local chapters in their governance, to assist in communication and interaction within and between Chapters across the state, to grow the number of Chapters particularly in less urban areas, and to grow total membership in the state Senior Caucus across the state
- To develop / create a modified organizational structure to the state Senior Caucus to be able to manage many Chapters state wide.
- Results sent to the Annual Membership Meeting for incorporation into the Senior Caucus Charter.

## **AD HOC CHAPTER TASK FORCE PROCESS**

### **MEETING AGENDA TEMPLATE**

1. Social discussion for the first 5 minutes; begin the meeting 5 minutes after the start time
2. Introduction of members; everyone introduce themselves, regardless of whether the participants know each other
3. Review Ground rules
4. Begin the meeting by stating the objectives for this particular meeting (so participants are aware of the desired end results for this meeting)
5. Content of the meeting – see list below
6. Pause halfway through the meeting to check in with participants about the meeting process
7. Continue with content of the meeting – see list below
8. Meeting closing 15 minutes before the end of the meeting includes: Who is responsible for which Action Items and a short meeting debrief

### **MEETING SERIES TIMELINE FOR DEVELOPMENT**

The first meeting is Feb 5, 10am – 11:30. Zoom invitation will be sent prior to the meeting. Here is the expectation of the meeting series on Friday mornings from 10am to 11:30am:

- Feb 5, 10am – 11:30 – brainstorming
- Feb 12, 10am – 11:30 – brainstorming
- Feb 18, 10am – 11:30 – brainstorming; probably break into groups into next steps
- March 5, 10 – 11:30 - solidify guidelines
- March 19, 10 – 11:30 - solidify guidelines
- April 2, 10 – 11:30 - solidify guidelines
- April 16, 10 – 11:30 – polish guidelines
- April 30, 10 – 11:30 – polish guidelines
- May 7, 10 – 11:30 – final completion for presentation to Senior Caucus Board
- May 21, TBD presentation to the Senior Caucus Board
- Summer 2021 TBD presentation to the Senior Caucus membership