

KORA POLICIES, PROCEDURES, AND GUIDELINES

*These policies may be revised by their respective committees,
with the approval of KORA Council.*

Policies help people work together in a positive way.

I. KORA Council

A. Dissemination of Information

1. Notice of Association meetings shall be provided to each resident.
2. Minutes of Council and Association meetings, and other important information will be made available online and on the KORA bulletin board.
3. The authorized list of committees will be made available online, on the KORA bulletin board, in the library, and to the Kendal at Oberlin Office Manager.

B. Payment of KORA Expenses

1. Requests for payment or reimbursement must be submitted to the KORA Treasurer in writing with bills or receipts attached if possible.
2. Reimbursement requests should usually be submitted within thirty days, except that frequent small requests may be accumulated. All requests must be submitted within the current budget year.
3. All expenses submitted for reimbursement must be approved by the Chair of the group involved.
4. As long as expenses do not exceed the larger of 10% or \$50.00 over the approved budget of the organization involved, the KORA Treasurer will process the request. The KORA Treasurer is not authorized to reimburse requests that exceed this amount. Requests for the authorization to exceed the spending limits will be considered by the Finance Committee, with recommendation to the President for final disposition.
5. The KORA Treasurer is not authorized to reimburse sales tax charged on KORA purchases.
6. Checks issued by KORA and lost or misplaced by payee will be replaced less the cost to stop payment on the lost check. Otherwise payee can wait 180 days after issue date, and if the check has not been presented for payment, the Treasurer will issue a replacement check.

7. The KORA Treasurer will post a monthly budget report on the bulletin board, with copies to all members of the KORA Council.
- C. Guidelines for Special Requests for Non-Budgeted Funds
1. KORA solicits budget requests for recurring costs from KORA committees annually.
 2. KORA may also receive special one-time funding requests beyond the annual budget requests. While these may come at any time, it is preferred that they come at the time of the annual request, so they can be built into the budget.
 3. Requests must be submitted to the Finance Committee and include a reasonably detailed estimate of the costs involved.
 4. In evaluating such requests to determine the level of support, the Finance Committee will consider the following factors, each of which ought to be addressed by the person or persons submitting the request:
 - a) How and to what extent the proposed expenditure will benefit all or some sub-set of the residents of Kendal at Oberlin; and
 - b) Whether and to what extent other sources of funding will be sought and/or obtained to achieve the purpose identified. Where the administration benefits, it is expected that it will contribute to the cost.
 5. The Finance Committee will bring its recommendation to Council, which has the authority to approve special requests in amounts up to 10% of the total annual KORA budget. Requests for special funds beyond that amount require the support both of the Council and of the residents in attendance at the appropriate KORA Council meeting. In urgent cases a special meeting of KORA Council may be called.
- D. Donations and Loans of Tangible Property
- Note: This is a summation of policies which have been adopted by Kendal at Oberlin (KaO) and the Kendal at Oberlin Residents Association (KORA). KaO has sole authority and responsibility for adoption of all policies regarding display of all tangible property in KaO public spaces, for the use of all indoor and outdoor public spaces and for donations and loans of tangible property to KaO. KORA Council has sole authority and responsibility for adoption of policies regarding donations and loans of tangible property to KORA.*

1. Which entities should receive and own tangible property?
 - a) All items of continuing value such as furniture, art objects, musical instruments, exercise equipment and equipment used in craft areas will be given to KaO.
 - b) Miscellaneous items for which no continuing value is contemplated such as items which have been donated for re-sale, expendable items and items for which no tax deduction would be appropriate may be donated either to KaO or KORA.
2. Acceptance Procedures
 - a) KaO administration will have sole responsibility for accepting proffered gifts of tangible property which it will own. This acceptance should be evidenced in writing -- a letter of acceptance should be delivered to the donor. This procedure should be followed for both tax deductible and non-tax deductible items.
 - b) KORA Council and KaO may develop more informal acceptance procedures so long as the property proffered conforms to the definition of "miscellaneous items" previously referred to.

E. Philanthropy Policy

1. In addition to time, talent, and money given by individual residents, KORA may make monetary contributions to community organizations to support their projects or programs whose goals and purposes are consistent with KORA's values and purpose.
2. Additionally, some KORA committees make contributions from their annual budgets to community organizations.
3. Priority is given to written requests which improve quality of life for and address the needs of residents of Lorain County with consideration given to diversity, inclusion and equity. The estimated number of people who will benefit and the expected impact of the activity or project will be taken into consideration in each case.
4. The amount of funding will be considered on a case-by-case basis, subject to KORA budget limitations and approval by KORA Finance Committee, Executive Committee and KORA Council.

F. Guidelines for KORA Committees and Special Purpose Groups

1. Membership: All Kendal at Oberlin residents are encouraged to join committees and groups reflecting their interests. KORA Committees and Special Purpose Groups (Service, Support and Interest) are urged to approach new residents to acquaint them with committee activities. Descriptions of the Committees and Groups and contact persons for them can be found in the Kendal library and on the KORA website. Kendal at Oberlin encourages all groups and committees to welcome any new members; special circumstances, however, can limit membership.
2. Check with the receptionist for available time and space.
3. Photocopying: Residents are encouraged to make copies in the library. Provide name and how many copies, and if not personal copies, the name of the KORA committee or other group to be charged. (Two-sided copies count as two.)
4. Expense Accounts: Committees should follow expense account procedures adopted by KORA Council. All expenditures submitted for reimbursement must be approved by the chair of the group involved.
5. Proposed Budget: Committees and Special Purpose Groups funded by KORA should submit their budget requests for the next calendar year, on forms provided by the Budget Committee, by the end of September. This will enable the Budget Committee to recommend a budget to Council on October 10, and Council to reconcile the proposed Budget with available funds and publish a Budget in *The Kendalight* before the Annual Meeting of KORA in November.
6. Record Keeping: Committee chairs and Special Purpose Groups should keep records (membership lists, annual reports, financial statements, etc., in digital or paper form) to pass on to the succeeding chair or group member, in order to facilitate a smooth transition. Chairs should inquire annually of members whether they wish to continue on the committee the following year.
7. Annual Report: In November, chairs of Committees and Special Purpose Groups will report briefly on the year's activities, on a form provided by the KORA Coordination Committee. If a chair has been elected for next year, please note. Pages may be added to provide helpful information for new residents and future members of the committee.

Residents should refer to these reports, which are kept in the library. They are located in a 3-ring binder under the dictionary.

8. Choosing a Chair: Committees and Special Purpose Groups are encouraged to choose chairs from the current membership in order to provide continuity and experience. From Section 5.4 of the Constitution: "Standing Committees shall select Chairs for a one-year term, with a maximum of four consecutive terms. The same applies to subcommittee chairs. Any exceptions must be approved by KORA Council."

G. Cell Phone Use

1. Residents, guests and staff are requested not to use cell phones audibly during meal times in Langston, the Fox and Fell, and the Friends Corner, during programs in the Auditorium, or at any time in the Library.
2. Please turn off phones, set to "vibrate," or text only in these areas, and be considerate when using cell phones audibly in the hallways and the Heiser Lounge.

H. Voter Information

1. Recognizing the importance and value of an informed electorate in a democracy, prior to each election KORA shall make available to Kendal residents as complete voting information as possible, including:
 - a) Information on voter registration and absentee voting.
 - b) Information on issues and candidates to be placed in the Library, the Central Activity Room, Whittier Lounge, and the Employees Lounge.
 - c) KORA shall maintain a strictly non-partisan position on all matters to appear on the ballot and shall be careful not to present speakers or programs supporting any candidate or issue, except at a program in which speakers representing all sides of an issue or all candidates for a position have been invited to participate.

I. Auditorium Seating Guidelines [see COMMUNITY SPACES/ Auditorium in the KaO Resident Handbook]

II. Arboretum Committee

III. Archives Committee

- A. The KORA Secretary and committee chairs shall keep their parts of the website up to date and are responsible for transmitting meeting minutes and other information to their successors and

for discarding items no longer needed for the work of their committee.

- B. The Kora Archive Committee shall transfer material to the Archives at the end of each year and shall have access to all accounts.
- C. The following KORA materials shall be kept in the KORA digital Archives online, shall be dated in its file name, and shall be maintained by the Archives Committee:
 - 1. Written Histories
 - 2. Bylaws and Policies
 - 3. Annual Meeting minutes and President's Reports
 - 4. Annual Budgets and year-end Financial Reports
 - 5. Annual Committee Reports
 - 6. KORA Council Minutes and Reports
- D. Hard copies of the most recent materials shall be kept in the Library for 2 years. Each document shall be dated on its cover and/or title page. The KORA Secretary shall be responsible for maintaining the hard copy material.
- E. The following materials shall be kept online and maintained in the Library or other designated areas by the appropriate committees:
 - 1. *Who's Here* and *In Memoriam* volumes (Resident Biographies Committee)
 - 2. *Kendalight* issues (*Kendalight* Committee)
 - 3. *Eureka!* issues (*Eureka!* Interest Group)
 - 4. Commemorative Tree Records (Arboretum Committee)

IV. Art Committee

Art plays an important role in KaOs mission which includes "continuous learning, engagement in and service to the wider community, social ... relationships" and "a vibrant...community." The Art Committee selects and displays art around the KaO campus to enhance our public spaces, enriching the environment for residents, staff, and visitors through exposure to art.

- A. Art Acquisition
 - 1. Selection of artwork for each area of the campus is based on the following criteria:
 - a) artistic merit, quality and innovation. Our goal is to provide the highest quality artwork available, promoting excellence and demonstrating variety of media which expand people's artistic experiences and knowledge.
 - b) appropriateness of form, medium, scale, and content

- c) physical condition
 - d) community support and interest, considering community values and culture
2. Gifts of Artwork
- a) Paintings, sculpture, wall hangings, photographs, and other works in various media will be considered for acceptance.
 - b) Gifts will be accepted without limitations or conditions placed on KaO by the donor or artist unless those limitations or conditions are approved by the Art Committee.
 - c) Title to gifts or art will pass to KaO.
 - d) Gifts to KaO remain outright and unrestricted donations to be used according to the sole discretion of KaO.
 - e) The Art Committee will determine whether to accept or reject any gift of art and where to display it.
 - f) The Art Committee will provide documentation which identifies and acknowledges the gift without appraising the work of art. By law KaO cannot provide value estimates on gift material.
- B. Deaccessioning Art Work
- 1. Periodically the Art Committee will evaluate the art collection to determine if art works still meet the selection criteria.
 - 2. Removal from the collection is dependent upon the physical and artistic quality of the work (damaged, faded, or otherwise deteriorated).
 - 3. If a deaccessioned work was a donation to KaO, the Art committee will attempt to contact the donor to see if they want it returned. If the donor cannot be contacted, the Art Committee at its sole discretion will determine disposition of the work.
 - 4. If the deaccessioned work was a loan to KaO, the Art Committee will attempt to contact the donor to see if they want it returned. If the donor is deceased, the Art committee will work with Kendal's Social Services to determine proper disposition.
- C. Complaints
- 1. If there is a complaint to the Art Committee regarding any work of art in the collection, a committee comprised of the Chair of the Art Committee and two Art Committee members will evaluate the complaint.

2. The evaluation will be based upon the selection and deaccessioning criteria.
 3. Complaints will be responded to in a timely manner via phone call, letter, or email.
- D. Removal of art work
1. No art work may be removed from its location except by a member of the Art Committee
 2. The Art Committee Archivist must be notified of its removal and disposition.
- V. Care and Nurturing Committee
- VI. Communications Committee
- A. Bulletin Board Policies
1. The Bulletin Board near the mailboxes has three major panels and counters.
 - a) Panel 1 is for Administration and KORA Council use
 - b) Panels 2 and 3 are under the supervision of the Bulletin Board subcommittee of KORA's Communications Committee
 - (1) Panel 2 is devoted to Resident Notices. These include a monthly birthday list, networking (items or services offered or requested by residents), the Care Center calendar of events, and notices of events or recurring activities at Kendal, for Kendal residents.
 - (2) Panel 3 is for Town and Gown — events at Oberlin College, in Oberlin, or in the region of particular interest to residents (e.g., music, art, lectures) plus general information for all residents (e.g., transportation or senior-discount options)
 - c) Counter tops are reserved for local non-profit organization brochures or newspapers, plus signup sheets for selected events or activities (e.g., Lunch Bunch, Cleveland Orchestra bus, bocce teams). On the counter below Panel 2, there is a business-card file of local providers of various services.
 - d) In addition, the subcommittee oversees the "Points of View" bulletin board next to the Kendal library.
 2. Posting Policies
 - a) Items for possible posting must be placed in the BULLETIN BOARD OPEN MAILBOX (at the far right of the open mailbox section). Residents should **not** place items on the

board or counter themselves. The exception is items for the Points of View board or for networking requests/offers. Items for those areas must comply with posted guidelines.

- b) The Bulletin Board subcommittee will check the open mailbox regularly and will post appropriate items 7-10 days ahead and remove any notice immediately after the event has occurred. Activities with advance reservations will be posted ahead of the deadline. The Bulletin Board subcommittee will review items; it reserves the right **not** to accept items that are oversized (larger than 8 ½" x 11"), hard to read, or deemed inappropriate.
- c) No solicitations, e.g., candidate information, will be posted. In addition, cards in the business-card file will be checked periodically, but the subcommittee does not evaluate those service providers. Residents are welcome to add comments about customer satisfaction with various providers.
- d) For other specific information and advice about posting, please contact the Bulletin Board subcommittee.

B. Library Bulletin Board

- 1. An item for display must include the date and the name and cottage number of the one who posts it.
- 2. Items more than 2 weeks old and non-news items will be removed.

VII. Dining Matters

- A. The mission of the Dining Matters Committee seeks steady improvement in the dining experience of residents through constructive communication among Dining Services managers and resident representatives.
- B. Membership is composed of seven residents appointed by KORA, including one from the Stevens Care Center and one KORA liaison, as well as several ex officio Dining Services managers.
- C. Dining Matters meets monthly to discuss concerns of residents and the current situation in Dining Services.
- D. Dining Matters encourages communication with residents in all available forms.

VIII. Environmental Concerns Committee

IX. Fitness and Health Committee

X. Horticulture Committee

- A. Planting Guidelines [see Planting Guidelines in the KaO Resident Handbook]
- XI. House Committee
- XII. Kendalight Committee
- XIII. Library Committee
- XIV. Program Committee
 - A. Commercial Speakers: a speaker who requires a fee and/or travel expenses for speaking) or a speaker who is selling or promoting a product or service.
 - 1. The Program Committee itself does not schedule commercial speakers. However, if another Standing Committee or group of Kendal residents proposes to financially sponsor such a speaker (i.e., pay their fees and expenses), the Program Committee will consider that request to determine if the proposed event is consistent with program guidelines and that the proposed date does not conflict with other Program Committee plans.
 - 2. The Program Committee does not schedule or consider speakers who are selling or promoting a product or service, under any circumstances.
 - B. Scheduling Events in Heiser Auditorium at Kendal at Oberlin
 - 1. The Program Committee is responsible for scheduling events in Heiser Auditorium (other than those scheduled by Kendal at Oberlin Administration or the Memorials Committee)
 - 2. Most events are open to all Kendal residents. Exceptions will occur, for example, for resident family reunions and Kendal at Oberlin catered meals.
 - 3. Other Standing Committees or Kendal residents wishing to schedule an event in the Auditorium must submit a request to the Program Committee at least six weeks ahead of the intended date so that the Program Committee can determine if the proposed event is consistent with program guidelines and that the date does not conflict with other Program Committee plans. The procedure works as follows:
 - a) First check with the Kendal Heiser Reception Desk to find a suitable open date and time for the proposed event in the Kendal event calendar and ask the receptionist to place a hold on that date and time (be sure to allow enough time for setup and take down).

- b) Then fill out a *Blue Sheet* (Room and Set-up Request Form, available at the front desk). Be sure to fill out each section, front and back. The *Blue Sheet* also alerts the *Kendalight* team about the event. However, a detailed event listing must be separately sent to *Kendalight* at klite600@yahoo.com, by the 15th of the month prior to the event.
- c) If the program requires extra space, might be distracted by events in Heiser Lounge, or if a reception is planned, put a hold on the Lounge and fill out a Gold Sheet.
- d) Send the *Blue Sheet* to the Chair of the Program Committee for consideration by the committee at their next meeting (second Monday of each month). The representative or resident proposing the event may be asked to attend the Program Committee meeting to discuss their plan.
- e) The Program Committee will notify the Standing Committee representative or resident of their decision shortly after the meeting. If the proposed event is approved, the Program Committee Chair will submit the *Blue Sheet* to the Kendal Heiser Receptionist for processing, which will finalize the Auditorium reservation and alert all necessary Kendal departments and KORA entities who are needed to support the event. If the proposed event is declined by the Program Committee, the Chair will notify the Kendal Heiser Receptionist to remove the calendar hold on that date/time.

C. Auditorium Seating [see COMMUNITY SPACES/Auditorium in the KaO Resident Handbook]

- XV. Sports and Recreation Committee
- XVI. Transportation Committee
- XVII. Website Committee
- XVIII. Woodshop