

Report on SUAA Foundation  
Long Range Planning Committee

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The following report addresses three dimensions of the Foundation: (1) Raising and maintaining funds; (2) Review of the Foundation Bylaws including a possible “Policies and Procedures Manual;” and (3) Providing the services outlined in our Bylaws.

NOTE: The use of a “survey” is mentioned as one possible future action. This could be either a formal survey to all Chapter leaders or a series of informal contacts with leaders of Chapters with successful Foundation-related programs to get their feedback.

## I. Raising and Maintaining Funds

### A. Current Situation

1. Fund Raising: Principally based on actions taken at the Chapter level. Foundation President also appears on program at State meetings.
2. Recognition for donors: The State Office does an excellent job of (1) sending a thank you card with record of the contribution and (2) acknowledging the contribution on our web site.
3. Maintaining Funds: Major expenditures are for contractual services provided by the State and for scholarships.

### B. Possible Future Actions

1. Fund Raising: Provide Chapters with suggestions based on the experience of Chapters with successful Foundation fund-raising experience. Consider developing an annual, state-wide fund raising drive providing Chapters with guidance for their individual drives.
2. Recognition: Consider a “Memorial” section of the Foundation web site so that individuals or Chapters can make a donation in memory of a member.
3. Recognition: Consider a “Recognition” section of the Foundation web site so that individuals or Chapters can make a donation to honor a member’s contribution to SUAA.
4. Recognition: Consider establishing giving categories (e.g., the Chair’s Circle) to recognize donors whose donations reach a specified level.
5. Recognition: Consider an additional step of having members of the Executive Committee or Chapter Foundation Directors separately thank donors from their Chapters. Selected individuals can start a “pilot program” for their Chapters to see how this works.
6. Maintaining Funds: Determine whether it is possible to invest Foundation funds in better yielding and secure investment vehicles.
7. Earmarked Funds: Consider whether we want to established funds or endowments within the Foundation for specific programs. There are historical precedents.

**Background:** Two endowment funds were established early in the history of the Foundation: (a) the Founder’s 100 Fund to help SUAA buy a building for the state office and (b) the J. Nelson Legal Fund. By 2005, it was felt that it would be more effective not to raise or maintain funds for specific purposes. There was no serious problem using the Founder’s 100 Fund for general Foundation purposes. It took much more effort to get a confirmation that we could move the J. Nelson Legal Fund to the SUAA Legal Fund.

## II. Review of the Foundation Bylaws

A. Current Situation. The current Bylaws were last amended in 2018

B. Possible Future Actions regarding Bylaws. Review the Bylaws for necessary corrections and possible amendments. This would include considering the following actions.

1. ARTICLE II. PURPOSE. Add the Scholarship and Grants Program as a fourth purpose.
2. ARTICLE III. BOARD OF DIRECTORS. Change the name of our governing body from Board of Directors to House of Delegates so that there is consistency between the State and the Foundation to avoid confusion.
3. ARTICLE III. BOARD OF DIRECTORS. Add a section on “CERTIFICATION OF DIRECTORS” to assure that the attendance rules are followed at meetings of the Board.

## III. Creation of a “Policies and Procedures Manual”

A. Current Situation. The policies and procedures for administering programs such as the Emergency Assistance Program and the Scholarship and Grants Program were set up when they were first established but are not formally documented.

B. Possible Future Action. Create a document such as a “Policies and Procedures Manual” to provide such documentation.

## IV. Support for education and dissemination of information regarding issues affecting the welfare of members of SUAA.

A. Current Situation.

1. Foundation contributed the entire \$20,000 to fund the SUAA Education Campaign in 2016.

2. Foundation sponsored successful lunches at two SUAA Annual Meetings for speakers from the Social Security Administration and the Central Management Services.

B. Possible Future Actions

1. Consider requests to help fund future educational efforts providing these requests are for matching funds.

2. Sponsor future lunches. Suggestions for possible topics could be part of the survey noted earlier. Assuming these are to encourage support for the Foundation, the host from the Foundation should encourage attendees to donate to the Foundation using the forms placed on their tables.

3. Sponsor co-sponsor virtual events. Establish programs on relevant topics as cost-effective way to reach SUAA members and potential members.

## V. Support for “Emergency assistance to SUAA members who are in need of financial support.”

### A. Current Situation

1. The Emergency Assistance Program (EAP) was established in 2017 thanks to the excellent leadership of Bob Radtke, Fred Barber, and Jan Cook. A brochure was prepared to send to the leaders of each chapter. Chapters may request of up to \$1500 on the behalf of individuals who have been SUAA members for 5 years or more. The Chair of the Foundation appoints a three member standing committee to review all applications for assistance. A limit of \$20,000 has been placed on the among of money that can be spent annually for emergency assistance.
2. There was one application for support in 2017 which was approved by the Committee. There have been no further applications.
3. Previously, there had been a program that would provide matching funds to chapters of up to \$500 for members facing financial emergencies. This program ceased once the EAP went into effect.

### B. Possible Future Actions

1. Ask Chapter leaders to provide feedback on the EAP.
2. Review format of EAP application.
3. Consider a “matching funds” program in place of or addition to the EAP.
4. Document the guidelines for administering the Program .

## VI. Support to those Chapters establishing Survivor Assistance Programs.

### A. Current Situation

1. The Survivor Assistance Program (SAP) was based on the successful programs at individual SUAA Chapters. These were badly needed at the time due to the potentially confusing procedures being used to inform survivors after the death of an annuitant.
2. The Foundation arranged for a brochure and copies were made available on request to all chapters.
3. We also urged Chapters to adopt or link to the web sites for successful survivor assistance programs at Illinois State University and Eastern Illinois University.
4. The need for a brochure or Chapter programs lessened significantly once SURS revised their web page to provide guidance for various “Life Events,” particularly for the “Death of a Member.”
5. Currently, we offer the excellent “Survivor Assistance Information” bookmark to Chapters to help their members and to publicize the Foundation. Distribution has been delayed by the pandemic. Reactions to the bookmark can be included in the survey.

### B. Possible Future Actions

1. Continue to publicize the Bookmark. Each Chapter Foundation Director could arrange to have copies for members of his or her Chapter.

2. Determine through survey whether Chapter leaders have any suggestions as to the need for and the content of the Bookmark and/or whether alternatives such as a brochure or a link or page on the web site might be more appropriate.

## VII. Support for Scholarship and Professional Development Grant Programs

### A. Current Situation

1. The Scholarship Program was established under leadership of Alice Medenwald in 2019 to offer educational scholarships and professional development scholarships.
2. The Professional Development Scholarships Program was renamed the Professional Development Grants Program in 2020 and became its own program.
3. Scholarships have been granted for two years.
4. This has become the most successful program currently offered by the Foundation.

### B. Possible Future Actions

1. Clarify or modify the descriptions and eligibility requirements for the Programs.
2. Consider increases in the number and/or dollar amounts (or monetary value) of the scholarships and grants.
3. Survey Chapter leaders regarding history and experience with scholarship programs.