

DATE: 15 February 2021  
TO: UMRA Board of Directors  
FROM: Jerry Rinehart and Chip Peterson  
RE: Creation of Organizational Continuity Committee

At several points since its inception in November 2019, the Organizational Memory and Continuity Task Force submitted interim reports to the UMRA Board. Feedback generated from these discussions led to the development of final report which the Board approved in November 2020. That report proposed merging the task force with the UMRA History Committee to create a new standing committee that would incorporate the objectives and activities of both bodies. We write today to outline the function and structure of this newly formed entity: The Organizational Continuity Committee.

The name of this group was arrived at during a recent meeting which brought together original Task Force members (Peterson and Rinehart plus Cathy Gierke, Carol Urness, and Julie Wallace) and two additional people whose positions are important to the function of the new committee: Secretary Gary Engstrand and incoming President Jan Morlock. Thanks, too, to Gloria Williams, who had chaired the History Committee, collected and deposited materials for the U Archives, and served on the task force.

The following information, in the form of draft additions to UMRA's Operating Manual and its Personnel Document, summarizes how we expect to proceed:

FOR "COMMITTEES" SECTION OF OPERATING MANUAL:

**Organizational Continuity**

- Members: UMRA President, Secretary, Webmaster, Communications and Outreach Committee Chair; at least three additional UMRA members to fill positions of committee chair, archivist, and historian; and additional at-large members as appropriate.
- Major functions: Identifying, recommending and supporting the implementation of processes and structures that will promote UMRA's organizational continuity.
- Division of labor: Specific areas of responsibility fall to individual members. The Committee Chair (or co-chairs) coordinates the committee's efforts and serves as document owner for its toolkit. The Webmaster gathers materials from key UMRA personnel and posts them on the website. The Archivist works with the Webmaster and Secretary to print or gather hard copies of materials and deposit them in the U Archives. The Secretary tracks policies enacted by the Board and passes them to the Webmaster for inclusion on the policies page of the website. The Historian encourages and supports efforts to update UMRA's history and facilitates publishing of occasional articles (e.g., for the newsletter or JOIE) on the organization's past. The Communications and Outreach Committee Chair assures that the committee's processes dovetail with other communication endeavors, including updating of website. The President strives to weave continuity concerns and processes into UMRA's entire organizational culture.

FOR "COMMITTEE MEMBERSHIP" SECTION OF 2021-22 UMRA PERSONNEL DOCUMENT:

**Organizational Continuity**: Jerry Rinehart and Chip Peterson (co-chairs), Gary Engstrand (as UMRA secretary), Cathy Lee Gierke (as Webmaster), Jean Kinsey (as Chair of Communication and Outreach Committee), Jan Morlock (as incoming President), Julie Wallace (Archivist), and someone to be recruited if possible (Historian).