

UMRA Operating Manual 2016–17

Introduction to UMRA Operating Manual

This is a “policies and procedures” guide to supplement the UMRA Bylaws and to clarify the understandings of the operations of the organization as they emerge. The Operating Manual is the responsibility of the Executive Committee and is revised annually in September/October for distribution to the Board and other interested parties.

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1. Board of Directors (See Contact Information in Appendix D)

Officers:

President: Donna Peterson

President Elect: Chip Peterson

Past President: Jean Kinsey

Treasurer: Carl Adams

Secretary: Sheri Goldsmith May

Other Board Members & Their Terms:

Shirley Barber (2014–17)

Steve Benson (2015–18)

Roger Clemence (2014–17)

Martha Feda (2016–19)

Judy Leahy Grimes (2016–19)

Cherie Hamilton (2016–19)

John Howe (2015–18)

Jeanne Markell (2014–17)

David Naumann (2011–14, 2014–17)

Kathleen O’Brien (2013–16, 2016–19)

Jerry Rinehart (2015–17)

Gloria Williams (2015–18)

Other Key Positions:

Newsletter Editor: Ginny Hanson, assisted by Barbara Van Drasek

Co-Webmasters: David Naumann & Cathy Lee Gierke

Database Manager: Virgil Larson

ListServ Manager/Communicator: John Anderson

2. UMRA Committees 2016-2017

Note: In addition to committee-specific functions, each committee chair is expected to perform, or delegate to another committee member, the following functions:

- Convene committee as often as needed for smooth functioning.
- Submit annually at least one Newsletter article on committee activities.
- Give oral reports periodically at Board meetings.
- Keep President abreast of significant developments between Board meetings.
- At end of year (deadline August 31) submit significant committee documents (*in hard copy*) to History Committee for inclusion in the annual UMRA contribution to the University Archives.

Executive

Members: The committee consists of the elected officers of UMRA: Donna Peterson, president; Chip Peterson, president-elect; Jean Kinsey, immediate past president; Sheri Goldsmith-May, secretary; Carl Adams, treasurer. The president may appoint additional members (without vote) at his/her discretion.

Major functions: To advise and deliberate on issues concerning UMRA that may need to come before the Board; to act as a short- and long-range planning committee, including the budget; to send policy suggestions or recommendations to the appropriate committees for deliberation and possible action; to maintain the Operating Manual.

Program

- The committee comprises the UMRA president, president-elect, past president, and two or more members of UMRA appointed by the president. The appointed members each serve for one three-year term. To insure continuity, the terms of the appointed members do not run concurrently.
- Members: Chip Peterson (chair, as president-elect), Donna Peterson (as president), Jean Kinsey (as immediate past president), John Adams ('17), Ron Anderson ('18), Steve Benson ('18), Earl Nolting ('19), Kathy O'Brien ('17), Jerry Rinehart ('19).
- Workshop Subcommittee: Earl Nolting (chair), John Adams, Ron Anderson
- Major functions: To provide for the programs at the monthly luncheon meetings and for the workshops. It is customary for committee members to take part in inviting guest speakers, writing up their talks and bios for the Newsletter, and hosting and introducing the speaker at the luncheon. Also, to propose to the Board possible special events that will support the mission of UMRA. The president-elect as chair will be responsible for providing speakers at the monthly luncheon meetings and for workshop presentations starting in the January following his or her election through the following fall meetings. The target is to line up speakers and presentations three to six months in advance.

Membership

- Members: John Anderson (chair), Judy Leahy Grimes, Joyce Guelich, Ginny Hanson, Nancy Helmich, John Howe, Cal Kendall, Virgil Larson (Database Manager), David Naumann, John Sullivan
- Major functions: To recruit new members to UMRA with major attention focused on new retirees from faculty, P & A, Civil Service, and Bargaining Units; to recommend to the Board the names of people who are not retirees, but have had a significant association with the University; to solicit ideas and develop plans for more effective recruitment activities; to make the University community and the larger community aware of the existence of UMRA and of its contributions.

Luncheon

- Members: Ben Zimmerman (chair), Beverly Bybee, Joanne Eicher, Laura Ericksen, Judy Leahy Grimes, Paula Knutzen, Frank Miller
- Major functions: To take luncheon reservations, collect the money for the luncheons, provide name tags, seek out members' comments and suggestions about the luncheons and make recommendations about menus to the Board. The committee will also work with the UMRA representative to the Campus Club at least once annually on other matters of member concerns.

Professional Development Grants for Retirees (PDGR), or "Grants Committee"

- Members: Jan Hogan-Schiltgen, chair; John Adams, Dick Caldecott, Roger Clemence, Joanne Eicher, Russell Hobbie, Bob Holt, John Howe, Judy Howe, Louis Janus, Cal Kendall, Hal Miller, Kim Munholland, Kathy O'Brien, Donna Peterson, Dick Poppele, Paul Quie, Judd Sheridan, Craig Swan
- Funding Subcommittee for 2015-16 and future years: John Howe, chair; John Adams, Cal Kendall, Hal Miller, Dick Poppele, Kathy O'Brien, Judd Sheridan
- Major functions: To oversee the annual solicitation for PDGR grant applications, to coordinate applications reviews and awarding of grants with the Vice President for Research, to publicize the PDGR program to retirees and the University as a whole, to solicit funds to support the PDGR program (both from within the University and by developing an endowment fund).

Nominating

- Members: Nominating Committee consists of the immediate past president plus four other members appointed by the Board no later than the February meeting. Three of the appointed members shall be Association members not on the Board and one shall be a Board member. The immediate past president shall chair the committee; in his/her absence, the Board of Directors shall designate the chair.
- Major function: To recruit candidates for the offices of president-elect, secretary, and treasurer and for vacancies on the Board, to be presented for election at the annual meeting of UMRA in May. This committee should begin its work at least by February and present a slate of nominees to the Board on or before the April Board meeting.

Reconnecting Retirees and the University

- Members: John Adams, chair; Ron Anderson, Joanne Eicher, Jan Hogan-Schiltgen, Bob Holt, Dick Skaggs, Craig Swan
- Major Function: To work with central administration and others to create a climate and policies that lead to greater integration of retirees into the functioning of the University communities.

Journal of Opinions, Ideas, and Essays (JOIE)

- Members of the editorial board: Bud Clawson (editor and chair), John Adams, Joanene Eicher, Ed Griffin, John Howe, Pete Magee
- Major Function: To establish policy (within broad UMRA Board guidelines) and determine suitability and guarantee quality of submissions for JOIE, an online refereed journal open to retired U of M faculty, P&A, and staff (and other members of the U of M community as well) as a venue for articles that do not fit easily into conventional academic journals. The editor reports at least twice a year to the UMRA Board about JOIE activities and progress.

Council of Past Presidents:

- Members: Jean Kinsey (2015–16), Hal Miller (2014–15 and 2008–09), John Adams (2013–14), Ron Anderson (2012–13), Calvin Kendall (2011–12), John Anderson (2010–11), Bob Holt (2009–10), Gayle Graham Yates (2007–08), Frank Miller (2006–07), Warren Ibele (2005–06), John Howe (2004–05), Gerhard Weiss (2003–04), David Johnson (2002–03), Vernon Jensen (1998–99). The council is chaired by the immediate past president.
- Major Function: To be advisory to the President and the current Board of Directors upon request. In practice, in many years the council has not met.

UMRA History

- Members: Gloria Williams, chair; Kathy O'Brien
- Major Function: To explore and assemble history of UMRA data, including reports, toward a system that regularly updates tables of officers, speakers, and other annual data, and to add annually to the collection of UMRA materials in the University Archives. The committee should also review oral histories that have been done for purposes of creating biographies and stories about key people and their impact in UMRA over the years.

UMRA Cares

- Members: Earl Nolting (interim chair), Ron Anderson, Shirley Barber, Helen Carlson, Van Linck, Mary Anne Mauriel, Harriet Reiss, Pat Tollefson, Barb VanDrasek
- Care Guides: Ron Anderson, Helen Carlson, Maggie Catambay, Pat Kelly Hall, Larry Johnson, Earl Nolting, Gwen Perun, Barb VanDrasek;
- Care Guides Adviser: Robert Kane, Director, UofM Center on Aging
- Major Function: To assure spouses/partners and family grieving a death or facing extended hospitalization that UMRA members are concerned about the welfare of every member of our community. On the death of an UMRA member or spouse/partner, the committee will send a condolence card and, if appropriate, may provide other flowers or a donation to a memorial fund. Upon the onset of an UMRA member's illness accompanied by an expected hospitalization or a move to a nursing care facility for an extended stay, the UMRA member or spouse will be sent a card. Other expressions may be made at the discretion of the Cares Committee. Upon the death of a retired faculty or staff person who is not a member of UMRA, the committee, when possible, will mail a note of concern to the spouse/partner with a card. The Cares Committee also coordinates the Care Guides, a joint project of UMRA and Center on Aging. Care Guides are UMRA volunteers trained by Center on Aging to help members locate information and resources needed when making health care decisions, particularly involving long term care needs. The committee may propose appropriate activities and workshops on health concerns and topics that may be helpful to members and their families. The Cares Committee reports on its work to the UMRA Board at least once per year.

3. Representatives and Liaisons 2016–2017

Note: Representatives to SCFA and University Committees are technically appointed by the U Committee on Committees on recommendation of the UMRA president. Job description for representatives and liaisons:

- Meets regularly with the assigned organization or committee and raise retiree perspectives when appropriate.
- Reports to the Board in both written and oral reports on issues and actions relevant to UMRA.
- Submits annually at least one Newsletter article on relevant developments.
- At end of year (deadline August 31) submits significant documents (*in hard copy*) to History Committee for inclusion in the annual UMRA contribution to the University Archives. (These do not include materials generated by the organization or committee, which is responsible for documenting its own history.)

Representative to Board of Regents: John Adams

Representative to (and member of) Senate Comm. of Faculty Affairs (SCFA): Ted Litman

Representative to (& member of) Senate Subcommittee on Retirement Plans: Jerry Rinehart

Representatives to (& members of) Health Care Benefits Advisory Committee: Dale Swanson and Ted Litman

Representative to University Retirees Volunteer Center: Chip Peterson (as UMRA President-Elect)

Representative to Campus Club: Kathy O'Brien

Representative to UM Alumni Association: Jeanne Markell

Representative to P&A Senate: Kay Thomas

Representative to Civil Service Senate: Nancy Fulton

Representative from University Retirees Volunteer Center: John Anderson

Representative from Employee Benefits: TBA

Representative from Crookston, Duluth, or Morris campus retirees: TBA

4. UMRA Job Descriptions

President

- Per the Bylaws, serves as the chief executive officer of the Association.
- Establishes the agenda for Executive Committee and Board meetings, chairs both, and presides at the monthly luncheons.
- Serves as the official representative of the Association; holds ultimate responsibility for all negotiations, arrangements and agreements on behalf of the Association; and maintains liaison with appropriate university, community, and Big Ten organizations.
- Bears lead responsibility for overseeing and developing Association programs and initiatives.
- Communicates with the membership through a column in the monthly newsletter, the Association website, Board and member ListServes, and other ways appropriate for the Association.
- Is responsible for, or delegates responsibility for, seeing that adequate copy is prepared for the monthly Newsletter, and works with the Newsletter Editor to oversee production of the Newsletter.
- Appoints committees and their chairs as specified in Article VII of the Bylaws.
- Reviews draft minutes before sending to Executive Committee and/or Board for approval.
- Participates in the annual audit of the Association's books.
- At the end of the year (usually in September) sends the President's notes, columns, and relevant papers to the History Committee for inclusion in UMRA's annual contribution to the U Archives.

President-Elect

- Plans the monthly meeting in consultation with the President.
- Chairs the Program Committee and is responsible for the selection of speakers for the monthly meetings in the calendar year following his/her election.
- Presides over Board meetings and monthly luncheons when the President is not able to attend.
- Consults with President as needed.
- Serves on the University Retirees Volunteer Center Board of Directors.
- Helps to recruit new members.

Past President

- Serves on the Board of Directors.
- Serves on the Executive Committee.
- Serves on the Program Committee.
- Chairs the Nominating Committee and presents nominees to the membership.
- At the end of the fiscal year, sends appropriate materials, including Nominating Committee records, to the History Committee for inclusion in UMRA's annual contribution to the U Archives.

Treasurer

- Collects all income and makes deposits in bank accounts.
- Keeps the check book and pays all bills as authorized.
- Prepares a monthly Treasurer's Report and distributes it to the Board.
- Prepares a year-end financial statement to present to the members of the Association in October.
- Renews the certificate of incorporation first part of December each year on www.online.sos.state.mn.us (Annual Business Renewal, Corporate ID is Q-403).
- In early January, files form 990-N with the IRS at www.irs.gov/eo.
- At the end of the fiscal year, sends financial reports and other relevant financial information to the History Committee for inclusion in UMRA's annual contribution to the U Archives.

Secretary

- Takes minutes at all meetings of the Board of Directors, the Executive Committee, and the annual meeting of the membership in May.
- Prepares minutes and sends them to the President to circulate via the Board ListServ.
- If requested, brings paper copies to Board meetings for those who do not use email.
- Posts minutes on UMRA website (provisionally after President's approval, permanently after Board approval).
- Updates Operating Manual each summer and submits to Executive Committee, and then Board, for refinement and final approval; posts revised version on website.
- Updates Bylaws (if needed) and sends to Executive Committee for approval for Board and then Association action; posts revised Bylaws on UMRA website.
- Keeps files of minutes, newsletters, and other documents that can be passed on and will serve as historical references. Sends minutes, new versions of bylaws and Operating Manual, and other documents generated by the secretary to the chair of the History Committee for inclusion in UMRA's annual submission of materials for the University Archives.
- Other responsibilities as requested by the president or Executive Committee; e.g., provides reminders for when to name the nominating committee; keeps track of terms served on the board and committees and presents the information in easy-to-read form (spreadsheet).

- At the end of the year (usually in early September), sends minutes, updated Operating manual, and updated UMRA Bylaws to the History Committee for inclusion in UMRA's annual contribution to the U Archives.

Membership Committee

- Committee chair provides leadership to the committee and leads in membership recruitment.
- Sends out letters of invitation to new retirees from the lists made available monthly from the Office of Human Resources. The cost of these letters, which include an invitation from URVC, is shared by URVC. Assists the Membership Database Manager in assembling renewal letters on or about June 1 of each year, and follow-up letters as needed. (Members joining after March 1 of a given year are carried forward into the following year's membership. Passed by the Board 3/28/2006.)
- Represents UMRA at pre-retirement activities sponsored by Office of Human Resources.
- Maintains board, members, and Newsletter e-mail ListServes and is the point person for sending appropriate requested emails.
- Ensures that UMRA mail, email, and voicemail are checked regularly.
- At the end of the year (usually in early September), sends appropriate committee materials, as well as a copy of each newsletter, to the History Committee for inclusion in UMRA's annual contribution to the U Archives.

Database Manager

- Maintains the association's membership database and mailing list.
- Organizes the annual membership renewal mailing with the cooperation of membership committee members.
- Receives checks, updates member database, and gives checks to Treasurer for processing.
- Prints membership cards for new and renewing members and processes membership card distribution.
- Sends a listing of members and their addresses to University venues where UMRA has discount arrangements when requested. E-mails the member mailing list to Addressing and Mailing on or about the first of each month before a Newsletter is sent. Newsletter editor will provide job number. File is sent to Chris Lahren at Addressing and Mailing (lahr0003@umn.edu).
- Updates the membership directory when new members are added or other changes are made. Makes the directory available online to all members. Sends a printed copy of the directory to members who request it.

Co-Webmasters

- Manage maintenance of all underlying resources, including software and hardware changes and version upgrades, working with appropriate OIT resources.
- Maintain Development site, and test after all changes, usually before moving them into Production.
- Maintain general knowledge of and access to technical capabilities with the technologies used, including Drupal, MySQL, php, Symfony, GitHub, PayPal connection, popular browsers.
- Respond to member questions and issues, both directly to member and by taking any action necessary.
- Maintain an inventory of changes, making bug fixes promptly, and gathering others for batched revisions, usually to be made after May meeting and before July membership drive.
- Continue to adjust website to accommodate diverse user needs and promote independent responsibility for content.

- Lead review and update of static website contents by responsible UMRA officers at least annually.
- Prepare and update training and operational material for officers, committee chairs, and others to add content.
- Develop technology to maintain a catalog of database reports, and create needed reports, working closely with the DB manager and others needing DB outputs.
- Work to improve forms used by members, making it easier to collect complete and accurate retiree information and statistics.
- Assist the Newsletter editor and others to develop communications policy for UMRA and move toward a unified information and communications system.
- Monitor technology and respond as newer retirees gain in membership proportion, assess utility of Facebook, Twitter, etc. for member communications.

Newsletter Editor

This has been a paid freelance position since 1992. Each year the editor and the president, representing the board, meet to affirm roles and agree on a modest stipend. If the editor is a retiree, she/he is welcomed as a member and encouraged to participate on UMRA committees as a volunteer. The editor:

- Works in consultation with the president and committees to see that the newsletter (8 issues per year) meets the communication goals and initiatives for the year.
- Serves as the point person to receive news items and to communicate with regular contributors as well as people designated to write specific articles and provide photos, ensuring timely submission for meeting production deadlines; coordinates with the webmaster/committee to provide information for the website.
- Edits articles for clarity and length and, when substantive editing is necessary, confers with writers for approval of altered text.
- Writes or edits short announcements, fillers, photo captions, or articles with information derived from or provided by UMRA sources.
- Lays out each newsletter; communicates with president and proofreaders to work it into final form.
- Works with UMRA's database administrator, Addressing & Mailing, and U Printing to have the newsletter printed and mailed; forwards final pdf file to Membership chair to send by email, and sends final pdf file for posting on UMRA website.
- Maintains, and updates annually, a reference document describing the process of newsletter production, which is used to brief the incoming president about the respective roles of editor and president.
- Verifies that the History Committee has received a full set of the year's newsletters for inclusion in UMRA's annual reports to the U Archives.

Appendix A: Officers, 1992-2017

	President	Pres-Elect	Past Pres.	Secretary	Treasurer	Editor-News-letter	Web Master	Member Database Manager
92-93	Fenton	McFarland				Guminga		
93-94	McFarland	Cartwright	Fenton	Wipperman	Ausen	Guminga		
94-95	Cartwright	Lupton	McFarland	Wipperman	Ausen	Guminga		
95-96	Lupton	Reynolds	Cartwright	Wipperman	Gullickson	Guminga		
96-97	Reynolds	Linck	Lupton	Wipperman	Gullickson	Guminga		
97-98	Linck	Jensen	Reynolds	Wipperman	Gullickson	Guminga		
98-99	Jensen	Gardner	Linck	Strand	Weber	Guminga		
99-00	Gardner	Oriani	Jensen	Strand	Weber	Guminga		
00-01	Oriani	Goldstein	Gardner	Strand	Weber	Guminga		
01-02	Goldstein	Johnson	Oriani	Wark	Plunkett	Guminga		
02-03	Johnson	Weiss	Goldstein	Wark	Plunkett	Guminga		
03-04	Weiss	Howe JR	Johnson	Wark	Plunkett	Guminga		
04-05	Howe JR	Ibele	Weiss	Wark	Plunkett	HansonG	HoweJJ	
05-06	Ibele	MillerF	Howe JR	Zimmerman	HoweJJ	HansonG	HoweJJ	
06-07	MillerF	Yates GG	Ibele	Zimmerman	HoweJJ	HansonG	HoweJJ	JessenC
07-08	YatesGG	MillerH	FMiller	Zimmerman	HoweJJ	HansonG	AndersonR	JessenC
08-09	MillerH	Holt	Yates GG	Ellingham	NoltingE	HansonG	AndersonR	AndersonJ
09-10	Holt	AndersonJ	MillerH	Ellingham	NoltingE	HansonG	AndersonR	AndersonJ
10-11	AndersonJ	KendallC	Holt	Ellingham	Skaggs	HansonG	Naumann	LarsonV
11-12	KendallC	AndersonR	AndersonJ	Medbery	Skaggs	HansonG	Naumann	LarsonV
12-13	Anderson R	Adams, J.	KendallC	Medbery	Skaggs	HansonG	Naumann	LarsonV
13-14	Adams, J	MillerH	AndersonR	Medbery	Skaggs	HansonG	Naumann	LarsonV
14-15	MillerH	Kinsey,J.	AdamsJ	Medbery	Skaggs	HansonG	Naumann	LarsonV
15-16	KinseyJ	PetersonD	MillerH	PetersonC	AdamsC	HansonG	Naumann	LarsonV
16-17	PetersonD	PetersonC	Kinsey	May	AdamsC	HansonG	Naumann	LarsonV

Appendix B: UMRA Board Members, 1992-2016

Part 1

93-94	Lupton	Rogers	Merwin	Goodding	Wilson	Funke
94-95	Marvin	Merwin	Goodding	Wilson	Funke	Johnson
95-96	Marvin	Merwin	Goodding	Borchert	Funke	Johnson
96-97	Barber	Stoekler	Marvin	Merwin	Caldecott	Borchert
99-00	Haugen	Barber	Miller		Caldecott	
00-01	Haugen	Barber	Miller	Chambers	Caldecott	Cavert
01-02	Erickson	Barber	Miller	Chambers	Caldecott	Cavert
02-03	Erickson	Barber	HoweJJ	Imholte	White	Purple
03-04	Erickson	Forsberg	HoweJJ	Imholte	White	Purple
04-05	Coccia	Forsberg	HoweJJ	Imholte	White	Purple
05-06	Coccia	Forsberg	Dworkin	Hively	Raygor	Mason
06-07	Coccia	Pratt	Dworkin	Hively	Raygor	Mason
07-08	HansonG	Pratt	NoltingE	Rossmann	ScottE	Mason
08-09	HansonG	Kendall	PoppeleM	ScottE	ScottE	Hogan
09-10	Skaggs	Kendall	PoppeleM	ScottE	ScottE	Hogan
10-11	Eicher	EidmanV	PoppeleM	ScottE	LarsonV	Hogan
11-12	Eicher	EidmanV	WallaceJ	Naumann	LarsonV	Hogan
12-13	Eicher	EidmanV	WallaceJ	Naumann	LarsonV	Hogan
13-14	Eicher	EidmanV	WallaceJ	Naumann	LarsonV	Hogan
14-15	Eicher	EidmanV	AdamsC	Naumann	LarsonV	ClemenceR
15-16	Eicher	EidmanV	BensonS	Naumann	LarsonV	ClemenceR
16-17	Feda	Grimes	BensonS	Naumann	Hamilton	Clemence

Part 2

93-94	Johnson	Kanun		Seltzer	Cartwright	
94-95	Kanun	Nier	Seltzer			
95-96	Kanun	Nier	Seltzer			
96-97	Johnson	Kanun	Nier	Seltzer		
99-00		Johnson				Haugen
00-01	Schletzer	Johnson	Corcoran	DiGangi	Knotek	Haugen
01-02	Schletzer	Johnson	Corcoran	DiGangi	Knotek	
02-03	Cavert		Johnson	Corcoran	Knotek	Cowmeadow
03-04	Loper					Cowmeadow
04-05	Loper	Franklin	French	Holt	Sundquist	Cowmeadow
05-06	Loper	Franklin	Tollefson	Holt	Sundquist	
06-07	Loper	Franklin	Tollefson	Holt	Sundquist	
07-08	Loper	AndersonJ	Tollefson	Wang Y	Sundquist	Wark
08-09	Loper	AndersonJ	Tollefson	Wang Y	Sundquist	Wark
09-10	Munholland	QuieP	Tollefson	Starr	Sundquist	AndersonR
10-11	Munholland	QuieP	Tollefson	Starr	Shaughnessy	AndersonR
11-12	Munholland	QuieP	Sheridan	Starr	Shaughnessy	Swan
12-13	Bloomfield	QuieP	Sheridan	Linck V	Shaughnessy	Swan
13-14	Bloomfield	QuieP	Sheridan	Linck V	O'BrienK.	Swan
14-15	MarkellJ	QuieP	May	LinckV	O'BrienK	PetersonD
15-16	MarkellJ	HoweJ	May	WilliamsG	O'BrienK	Barber
16-17	Markell	HoweJ	Reinhart	WilliamsG	O'BrienK	Barber

Appendix C: Committee Assignments 2016-17

X = chair, x = member

	EXECUTIVE	PROGRAM, and WORKSHOP	MEMBERSHIP	LUNCHEON and UNLUNCHEON/MENU	GRANTS and FUNDING	NOMINATING	RECONNECTING RETIREES	COMMUNICATION and TECHNOLOGY	JOIE	PAST PRESIDENTS	UMRA HISTORY	UMRA CARES	CARE GUIDES
BOARD MEMBERS													
Shirley Barber													x
Steve Benson		x											
Roger Clemence					x								
Martha Feda													
Judy Leahy Grimes			x	x									
Cherie Hamilton													
John Howe			x		x				x	x			
Jeanne Markell													
Dave Naumann			x					x					
Kathy O'Brien		x			x						x		
Jerry Rinehart													
Gloria Williams											X		
OFFICERS													
Carl Adams	x												
Sheri Goldsmith May	x												
Jean Kinsey	x	x				X				x			
Chip Peterson	x	X											
Donna Peterson	X	x			x								
OTHERS													
John Adams		x			x		X		x	x			
John Anderson	x		X							x			
Ron Anderson		x					x			x		x	x
Coral Berge								x					
Beverly Bybee				x									
Dick Caldecott					x								
Helen Carlson												x	x
Maggie Catambay													x
Bud Clawsen									X				
Joanne Eicher				x	x		x		x				
Laura Erickesn				x									
Ed Griffen									x				
Joyce Guelich			x										
Pat Kelly Hall													x
Ginny Hanson			x					x					
Nancy Helmich			x										
Russell Hobbie					x					x			
Jan Hogan-Schiltgen				x	X		x						
Robert Holt					x		x			x			
Judy Howe					x			x					
Louis Janus					x								
Vern Jensen										x			
David Johnson										x			
Larry Johnson													x
Robert Kane (adviser)													x
Cal Kendall			x		x					x			
Paula Knutzen				x									
Virgil Larson			x										

Van Linck													X	
Pete Magee									X					
Mary Ann Mauriel													X	
Frank Miller				X							X			
Hal Miller					X						X			
Kim Munholland					X									
Earl Nolting		X											X	X
Gwen Perun														X
Richard Poppele					X									
Paul Quie					X									
Betty Radcliffe														
Harriet Reiss													X	
Judd Sheridan					X									
Richard Skaggs		X						X						
John Sullivan			X											
Craig Swan					X			X						
Pat Tollefson									X				X	
Barb VanDrasek									X				X	X
Gerhard Weiss											X			
Gwen Willems									X					
Ben Zimmerman			X	X										
	EXECUTIVE	PROGRAM, and WORKSHOP	MEMBERSHIP	LUNCHEON and LUNCHEON MENU	GRANTS and FUNDING	NOMINATING	RECONNECTING RETIREES	COMMUNICATION and TECHNOLOGY	JOIE	PAST PRESIDENTS	UMRA HISTORY	UMRA CARES	CARE GUIDES	

Appendix D: UMRA Key Contacts 2016-2017

1. Board of Directors

President	Donna Peterson	Donnapeterson46@gmail.com	612-386-2641
President-Elect	Chip Peterson	c-pete@umn.edu	651-699-4286
Past-President	Jean Kinsey	jdkinsey@umn.edu	651-636-8636
Treasurer	Carl Adams	adams003@umn.edu	651-699-4286
Secretary	Sheri Goldsmith May	golds009@umn.edu	612-708-5785
2015–17 (filled vacancy)	Shirley Barber	barbe009@umn.edu	651-483-8664
2015–18 term	Steve Benson	benso006@umn.edu	612-423-6244
2014–17 term	Roger Clemence	cleme001@umn.edu	612-920-9234
2016–19 term	Martha Feda	marthafeda@gmail.com	952-898-9734
2016–19 term	Judy Leahy Grimes	gleahy4644@aol.com	651-698-4387
2016–19 term	Cherie Hamilton	pimentmalageta@hotmail.com	612-929-0233
2015–18 term	John Howe	howex002@umn.edu	651-645-2584
2014–17 term	Jeanne Markell	marke002@umn.edu	952-934-2495
2011–14, 2014–17	David Naumann	dnaumann@umn.edu	612-382-9856
2013–16, 2016–19	Kathleen O'Brien	kobrien@umn.edu	612-722-8475
2016–17 (filled vacancy)	Jerry Rinehart	g-rine@umn.edu	612-802-5627
2015–18 term	Gloria Williams	gwilliam@umn.edu	952-920-7553

2. Committee Chairs etc.

Program Committee	Chip Peterson	c-pete@umn.edu	651-699-4286
Membership Committee	John Anderson	ander049@umn.edu	651-489-4330
Database/records/renews	Virgil Larson	larso071@umn.edu	651-644-4562
Newsletter Editor	Ginny Hanson	hanso045@umn.edu	952-926-3063
Luncheon Committee	Ben Zimmerman	zimme004@umn.edu	
Lunch Reservations	Judy Leahy Grimes	jleahy4654@aol.com	651-698-4387
Prof. Devel. Grants Com	Jan Hogan-Schiltgen	jhogan@umn.edu	651-770-9603
JOIE	Bud Clawson	claws001@umn.edu	651-308-7448
Nominating Committee	Jean Kinsey	jkinsey@umn.edu	651-636-8636
UMRA History Com.	Gloria Williams	gwilliam@umn.edu	952-920-7553
Connect Retirees/U Com	John Adams	adams004@umn.edu	612-925-1340
Co-Webmaster	David Naumann	dnaumann@umn.edu	612-382-9856
Co-Webmaster	Cathy Lee Gierke	leegi001@umn.edu	651-208-8402
UMRA Cares Com.	Earl Nolting	enolting@umn.edu	651-633-4333
Photo Club	Craig Swan	swan@umn.edu	612-374-2496
Book Discussion Club	Pat Tollefson	p-toll@umn.edu	763-781-9747

3. Reps. & Liaisons

Rep to Board of Regents	John Adams	adams004@umn.edu	612-925-1340
Rep to Sen Com on Fac	Ted Litman	litma001@umn.edu	952-938-4131
Rep to SC on Retire Plans	Vernon Eidman	vbeidman@comcast.net	651-644-5094
Health Care Benefits	Dale Swanson	swanson@umn.edu	952-941-8300
	Ted Litman	litma001@umn.edu	612-331-2740
U Retirees Volunteer Ctr.	URVC	urvc@umn.edu	612-625-8016
Rep to URVC	Donna Peterson	dcp@usfamily.net	612-386-2642
Rep from URVC	John Anderson	ander049@umn.edu	651-489-4330
Rep to Campus Club	Kathleen O'Brien	kobrien@umn.edu	612-722-8475
Rep to UM Alumni Ass'n	Jeanne Markell	marke002@umn.edu	952-934-2495
Rep to P& A Senate	Kay Thomas	kthomas@umn.edu	612-877-1416
Rep to Civil Service Sen	Nancy Fulton	n-fult@umn.edu	651-552-1452
Rep from a coord. campus	[No one currently]		
Rep from Employee Ben.	[No one currently]		

4. Parking Discount Coupons

Mail request with self-addressed, stamped envelope to: John S. Anderson, 1332 Como Blvd. E., St. Paul, MN 55117