

**UMRA Board of Directors Meeting Minutes**  
**September 24, 2019, 9:00-10:30**  
**411 Coffman Union**

**Members Attending:** C. Adams, J. Anderson, V. Cardwell, F. Cerra, B. Donohue, E. Hockert, J. Kinsey, J. Markell, R. Matross, J. Morlock, K. Mortensen, C. Parliament, D. Peterson, D. Poppele, J. Rinehart, KM Terry, G. Williams

**Members Absent:** L. Anderson, W. Craig, C. Peterson

**Guests:** R. Skaggs

1. **Financial Report:** Adams presented the 2018-19 Financial Report. With revenues of \$40,500 and expenses of \$43,287, the report indicates a small deficit (\$2,712). Due to timing issues associated the recording of several revenue and expense items, however, he believes the Association, basically, broke even for the year.
  - a. This year we will face additional expenses associated with the West Wing room rental and service charges; we are somewhat optimistic, however, that the increased charge for the monthly luncheons (from \$20 to \$23) will address these issues.
  - b. Important investments in marketing and communications were made this past year.
  - c. Later in the meeting, Donohue explained the financial commitments related to professional services which the Executive Committee approved at its September 17.
    - i. Newsletter Editor and Production Coordinator will continue to receive \$450 per issue (8 issues per year) for the Monthly Newsletter and E-News;
    - ii. An honorarium of \$1,000 will be presented to our Webmaster for her outstanding efforts on website and she will be recognized at the holiday gathering in December.
  - d. Donohue also mentioned the increased efforts to increase sponsorships to support UMRA's activities. Bev Moe, our sponsorship coordinator, significantly increased sponsorship dollars this past year. Guidelines for UMRA sponsorship efforts will be finalized by the Communication and Outreach Committee and presented to the Board for review.
2. **Minutes of the August 28 Board meeting:** reviewed and approved.
3. **Organizational Documentation and Memory:** Rinehart discussed concerns (raised most articulately by Chip Peterson) related both to documenting/preserving formal Board policy decisions, and standardizing formats for reports, meeting attachments, minutes, and archival submissions.
  - a. While policy discussions and conclusions are noted in monthly meeting minutes, they are not currently housed in an easily accessible location. A recommendation was made and approved by the Board requesting that, *beginning immediately*, the secretary document any policy decisions made at a Board meeting and create a separate file for their storage. (A formal location for these files will be determined by the task force mentioned below). **[Policy Decision]**
  - b. It was also suggested that we need a "procedures" document to assist those developing or planning events. C. Peterson has created "Cheat Sheets" for a variety of activities which may be helpful in this regard.
  - c. The Board approved the recommendation that a small task force be formed, chaired by Peterson and Rinehart to address these concerns. Several Board

members were identified as potential members, and Donohue will follow up with a formal charge for the task force.

- 4. Survey Results:** Ron Matross distributed materials related to the recently completed survey of UMRA volunteer activities which he, Eric Hockert, Will Craig, and Rinehart developed. Rinehart described the purpose of the survey as an effort to obtain data on UMRA volunteer activities that can serve as a complement to the information we have regarding UMRA members financial contributions. (A separate report with results of the URVC participants has also been created, and Eric Hockert will disseminate this information as appropriate.)
  - a.** UMRA had a 36% response rate (relatively high in today's survey environment).
    - i.** Of these respondents, 78% report volunteering in the past year, with 42% volunteering an average of 78 hours at the U of M, and 68% an average of 120 hours volunteering in community.
    - ii.** Projecting these percentages to the full membership is not without controversy; but using established figures for calculating the value of volunteer hours, UMRA members can be said to have contributed up to \$2 million to the University and broader community in the past year.
    - iii.** The full report is on the UMRA website.
    - iv.** Related to demonstrating the value of retirees, Eric Hockert, as interim director of the URVC and a UMRA Board member, has undertaken significant outreach efforts to academic departments to discuss how retirees are, or could be, valuable resources for their research, teaching, and service missions. The initial contacts were in the health science areas.
    - v.** It was noted that several Board members have registered for the upcoming (10/16/2019) AROHE webinar "Demonstrating the Value of Retirees."
  - b.** Hockert also referenced a joint committee of UMRA and URVC leaders focusing on opportunities for enhancing our partnership.
  
- 5. Holiday Gathering:** Following the Board's initial approval of funds to secure a venue for this event, Cerra reported on his discussions with the Campus Club and the Bell Museum. The Bell Museum space has a capacity of only 60 and a rental charge of \$750, and thus was eliminated as an option. Other venues (e.g. The Graduate Hotel, the Arboretum) were also ruled out due to costs.
  - a.** The Campus Club discussions focused on an event (December 17, 4:00-7:00 pm) in the West Wing with buffet service comparable to the May 2019 Annual Meeting (sans salmon). Room rental (\$500), food costs (\$40 per person), service charges, and taxes will likely bring the total costs to about \$5000.
  - b.** Further discussion resulted in the Executive Committee decision to recommend to the Board that, as a pilot project, we host this event at the Campus Club, charging members \$25 per person, and subsidizing the difference with Associations funds (somewhere in the range of \$20-\$25 per person).
  - c.** Rinehart will explore finding student musical groups on campus as potential entertainment for the event. It was recommended that \$500 be authorized for this if needed.
  - d.** The Board approved these plans for the inaugural (pilot) holiday gathering, charging members \$25 and using UMRA funds to cover the additional expenses for the event.

6. The “UMRA Policy on Membership” document drafted by Donohue and recommended by the Executive Committee was reviewed and approved. The policy statement clarifies eligibility for membership in UMRA. ***[Policy Decision]***
7. Announcement: John Anderson explained that the New Member Orientation program will be held in the Campus Club bar prior to the October monthly meeting. New members will have the opportunity to identify UMRA areas in which they would like to become engaged. Board members are encouraged to attend to welcome the new members.

Respectfully Submitted,

Jerry Rinehart