

UMRA Board of Directors Meeting Minutes
November 19, 2019, 9:00-10:30
411 Coffman Union

Members Attending: C. Adams, L. Anderson, F. Cerra, W. Craig, B. Donohue, C. Gierke, E. Hockert, J. Kinsey, J. Markell, J. Morlock, K. Mortensen, C. Parliament, C. Peterson, D. Peterson, D. Poppele, J. Rinehart, T. Roe, KM Terry, G. Williams

Members Absent: J. Anderson, B. Bedell, V. Cardwell, M. Ford, N. Fulton, C. Hamilton, R. Matross, B. Moe, T. Roe, D. Swanson

1. **Introductions:** Board members introduced themselves
2. **Minutes of the October 22, 2019 Board meeting:** reviewed and approved
3. **Membership Update:** No changes as per phone call between Donohue and Cardwell on 11.18.19.
4. **Discussion and Vote on Sponsorship Policy (policy decision):** Kinsey referenced the Communications Committee report. The committee expressed a preference for also being able to go outside the University to obtain sponsorships and recognized that a policy on this had already been prepared and voted on at the May 2019 Board meeting. There was a lively discussion about sponsorships and these are the key points: We need funds for the health of the organization, to keep membership dues and luncheon costs manageable, our costs are going up, and what we do is important. B. Moe has a list of organizations within and outside of the University that she would like to contact (Arboretum, Bell Museum, etc.). The benefits of sponsorships to our members goes beyond keeping costs down, we are sharing information and building relationships. We are seeking sponsorships, not advertising, we are not endorsing a product or service. Any potential non-University sponsorship goes to the Executive Committee for approval. There was discussion about whether or not we need to inform potential sponsors that their sponsorship is not an allowable tax deduction. Donohue will talk with Kelly Farmer at the U and let us know how Farmer suggests we should proceed on this aspect. The proposal was passed (with one “no” vote) and will be amended pending info from Farmer.
5. **Update on Holiday Party:** Cerra shared that he will arrive about 30 minutes before the Holiday Party begins on Tuesday, December 17, 4-7 p.m. in the West Wing of the Campus Club. The cost is \$25 and the usual luncheon reservation system will be used for this event, also, and will be up and running as of tomorrow, November 20. The deadline to RSVP is one week before the event. The suggestion was made that Board Members note “Board Member” on their nametags and plan to arrive a bit early to meet and greet people. Also suggested that we encourage potential members to join us for this event. We agreed that this would be an adults-only event, no children. K. Mortensen suggested that we find a way to notify attendees if the event needs to be cancelled due to bad weather. She will work on this. The Campus Club will only give a refund if an event is cancelled 3 days in advance and we may not know the weather for certain at that point. Cerra will check to see if they have any flex on this policy.
6. **Committee Reports:** *Communications Committee:* see report, Theresa Tichich is very enthusiastic and will be coordinating the recordings of the monthly speakers. Kinsey said it was very helpful to have Moe and Hockert at the last meeting. *Social Activities Committee:* no report. Craig suggested getting tickets for women’s and men’s basketball games and women’s hockey. There was agreement that that would be a good idea. Craig will pursue this. *Continuity and Organizational Memory Committee:* Rinehart told us who was on the committee (Williams, Gierke, C. Peterson, Urness, Wallace, Kelly) and that they had had a wide-ranging discussion. One concern was that meeting minutes and attachments are not always in the same place and wondered if we could put attachments on the website also. Another issue is that we make decisions in Executive and Board meetings but given the changes in membership of those groups, we may not have the organizational memory years later. C. Peterson developed “crib sheets” for the various positions. There was discussion about how to train in the next officers and chairs—and question about whether we could develop a system of “understudies.” We need a system

to know how to access policies and attachments. Rinehart suggested that we develop a template for policy decisions and documents that contains authors, dates, etc. It is important that we provide G. Williams with all documents on an annual basis, which she then shares with the University Archives. The University Archives can print what is in each box if we need copies. This committee will meet again in early December and will provide an update at the March board meeting. They hope to have policy for review by spring. If you know of models for any of this, please let J. Rinehart know. *Program Committee:* Cerra asked if we should have themes for the year. He also noted that if a presenter has to cancel at the last minute that it would be good to have a backup. In the past, John Adams has been backup. Perhaps the Photo Club could have a presentation ready to go if needed. We will want to include a presentation on the Grants Program (typically offered in the fall before the November deadline). Members wondered if we have ever done an evaluation of our programs or asked the membership for suggestions for topics and/or speakers.

7. **Discussion of Meetings with Regents:** The meeting with Regent Davenport will be on December 2, 1-2 p.m. in the Foundation Board Room, 5th floor of McNamara. The meeting with Regent Mayeron will be December 9, 11:15-12:15 in the same location.
8. **Other Topics:** Donohue will be gone in January and has arranged for Cerra to chair Executive, Board, and Program meetings. Kinsey noted that we will have a new Provost in the spring and that a good relationship there will be key since our UMRA liaison is with the Provost's office. Cerra noted that the Health Science buildings will be on lock down and access will be limited to those with proper name badges.
9. **Adjourn**

Respectfully Submitted,
Lynn C. Anderson