

UMRA Operating Manual

(Last updated September 2015)

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.

Contents

1. Officers and Board of Directors	1
2. UMRA Committees 2015–16	2
3. Representatives and Liaisons 2015–16	4
4. UMRA Job Descriptions	5
Appendix A: Officers, 1992–2016	7
Appendix B: Board Members, 1992–2016	8
Appendix C: Committee Assignments 2015–2016	9
Appendix D: Key Contacts 2015–16	10

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

Officers:

President: Jean Kinsey

President Elect: Donna Peterson

Past President: Harold (Hal) A. Miller

Treasurer: Carl Adams

Secretary: Chip Peterson

Other Board Members & Their Terms:

Shirley Barber (2014–17)

Steve Benson (2015 -18)

Roger Clemence (2014–17)

Joanne Eicher (2010-13, 2013–16)

Vernon Eidman (2010–13, 2013–16)

John Howe (2015–18)

Virgil Larson (2010–2013, 2013 –16)

Jeanne Markell (2014–17)

Sherilyn Goldsmith May (2014–17)

David Naumann (2008–2011, 2015–18)

Kathleen O’Brien (2013–16)

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 (2015-2016)

Executive

The committee consists of the elected officers of UMRA: Jean Kinsey, president; Donna Peterson, president-elect; Hal Miller, past president; Chip Peterson, secretary; Carl Adams, treasurer

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

Members: Donna Peterson (chair), John Adams, Ron Anderson, Steve Benson, Jean Kinsey, Hal Miller, Earl Nolting, Kathleen O'Brien, Shirley Zimmerman

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.

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.

Workshop Subcommittee: John Adams, Ron Anderson, Earl Nolting

Membership

Members: John Anderson (chair), Joyce Guelich, Harlan Hansen, Ginny Hanson, Nancy Helmich, John Howe, Cal Kendall, Virgil Larson, David Naumann

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), Joanne Eicher, Judy Leahy Grimes, Jan Hogan, Frank Miller, Paula Knutzen, Paul Quie, Betty Radcliffe, Pat Tollefson

Luncheon Menu Subcommittee: Joanne Eicher, Jan Hogan, Paula Knutzen, Paul Quie

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 March 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.

Communication & Technology:

Note: This committee is being reorganized, and this section will be added later.

Council of Past Presidents:

Members: 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), 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.

UMRA History (Inactive)

Members: None at present

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. 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 and (to be announced), co-chairs; Helen Carlson, Harlan Hansen, Van Linck, Mary Ann Mauriel, Harriet Reiss, Pat Tollefson, Barbara VanDrasek

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 committee may propose appropriate activities and workshops on health concerns and topics which may be helpful to members and their families. The Cares Committee will report on their work to the UMRA Board at least once per year.

3. Representatives and Liaisons (2015–16)

Note: Each representative is expected to meet regularly with the assigned organization or committee and report to the Board in both written and oral reports on issues and actions that are relevant to UMRA. Representatives to SCFA and the University Committees are technically appointed by the U Committee on Committees on recommendation of the UMRA president.

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: Vern Eidman

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

Representative to University Retirees Volunteer Center: Donna Peterson (as UMRA President-Elect)
Representative to Campus Club: Kathleen O'Brien
Representative to UM Alumni Association: (To be determined)
Representative to P&A Senate: Linda Lindholm
Representative to Civil Service Senate: (To be determined)
Representative from Crookston, Duluth, or Morris Campus: (To be determined)
Representative from Employee Benefits: (To be determined)
Representative from University Retirees Volunteer Center: John Anderson

4. UMRA Job Descriptions

President

- As specified in the Bylaws, the President is the chief executive officer of the Association. He/she establishes the agenda, chairs all meetings of the Board of Directors, and presides at the monthly luncheons.
- As chief executive officer, the President is the official representative of the Association and holds ultimate responsibility for all negotiations, arrangements and agreements on behalf of the Association. He/she maintains liaison with appropriate university, community, and Big Ten organizations.
- Communicates with the membership through a column in the monthly newsletter, the Association website, the Board and member ListServs 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.
- Participates in the annual audit of the Association's Books.
- Has primary responsibility for overseeing and developing Association programs and initiatives.

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.

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.

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.
- Updates Operating Manual and each summer and sends to the webmaster to place on website.
- Updates Bylaws (if needed) and sends to Executive Committee for approval for Board Action.
- Keeps files of minutes, newsletters, and other documents that can be passed on and will serve as historical references.
- 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).

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 voice-mail are checked regularly.

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.

Appendix A: Officers, 1992-2016

UMRA Officers 1992-2016								
	Presi- dent	Pres- Elect	Past Pres.	Secretary	Treas- urer	Editor- News- letter	Web Master	Member Database Manager
92-93	Fenton	McFarland						
93-94	McFarland	Cartwright	Fenton	Wipperman	Ausen			
94-95	Cartwright	Lupton	McFarland	Wipperman	Ausen			
95-96	Lupton	Reynolds	Cartwright	Wipperman	Gullickson			
96-97	Reynolds	Linck	Lupton	Wipperman	Gullickson			
97-98	Linck	Jensen	Reynolds	Wipperman	Gullickson			
98-99	Jensen	Gardner	Linck	Strand	Weber			
99-00	Gardner	Oriani	Jensen	Strand	Weber			
00-01	Oriani	Goldstein	Gardner	Strand	Weber			
01-02	Goldstein	Johnson	Oriani	Wark	Plunkett			
02-03	Johnson	Weiss	Goldstein	Wark	Plunkett			
03-04	Weiss	Howe JR	Johnson	Wark	Plunkett			
04-05	Howe JR	Ibele	Weiss	Wark	Plunkett		HoweJJ	
05-06	Ibele	MillerF	Howe JR	Zimmerman	HoweJJ		HoweJJ	
06-07	MillerF	Yates GG	Ibele	Zimmerman	HoweJJ		HoweJJ	JessenC
07-08	YatesGG	MillerH	FMiller	Zimmerman	HoweJJ		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	Haumann	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	Stoeckler	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

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	Goldsmith M S	LinckV	O'BrienK	PetersonD
15-16	MarkellJ	HoweJ	Goldsmith M S	WilliamsG	O'BrienK	VACANCY

Appendix C: Committee Assignments 2015-16

	MEMBERSHIP	GRANTS and FUNDING	LUNCHEON and LUNCHEON MENU	PROGRAM, and WORKSHOP	EXECUTIVE	NOMINATING	PAST PRESIDENTS	RECONNECTING RETIREES	COMMUNICATION and TECHNOLOGY	UMRA CARES
BOARD MEMBERS										
Steve Benson				X						
Roger Clemence		X								
Joanne Eicher		X	X					X		
Vernon Eidman										
John Howe	X	X								
Virgil Larson	X								X	
Jeanne Markell										
Sherilyn Goldsmith May										
David Naumann	X								X	
Kathleen O'Brien		X		X						
Gloria Williams										
OFFICERS										
Carl Adams										
Jean Kinsey				X	X					
Hal Miller		X		X	X	X	X			
Chip Peterson					X					
Donna Peterson		X		X	X					
OTHERS										
John Adams		X		X						
John Anderson	X				X		X			
Ron Anderson				X				X		
Coral Berge									X	
Richard Caldecott		X								
Helen Carlson										X
Joyce Guelich	X									
Ginny Hanson	X								X	
Harlan Hansen	X									X
Nancy Helmich	X									
Russell Hobbie		X					X			
Jan Hogan-Schiltgen		X	X					X		
Robert Holt		X					X	X		
Judy Howe		X							X	
Warren Ibele							X			
Louis Janus		X								
Vern Jensen							X			
Cal Kendall	X	X					X			
Paula Knutzen			X							
Virgil Larson	X									
Judy Leahy Grimes	X		X							
Van Linck										X
Frank Miller			X				X			
Mary Ann Mauriel										X
Kim Munholland		X								
Earl Nolting				X						X
Richard Poppele		X								
Paul Quie		X	X							
Betty Radcliffe			X							

Harriet Reiss									X
Judd Sheridan		X							
Richard Skaggs			X				X		
Craig Swan		X					X		
Pat Tollefson			X					X	X
Barb VanDrasek								X	X
Gerhard Weiss						X			
Gwen Willems								X	
Ben Zimmerman	X		X						
Shirley Zimmerman			X						

Appendix D: UMRA Key Contacts 2015-2016

1. Board of Directors

President	Jean Kinsey	jkinsey@umn.edu	651-636-8636
President-Elect	Donna Peterson	dcp@usfamily.net	612-386-2642
Past-President	Hal Miller	miller@umn.edu	612-353-4939
Treasurer	Carl Adams	Adams003@umn.edu	651-699-4286
Secretary	Chip Peterson	c-pete@umn.edu	952-942-5005
2014–17 term	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
2010–13, 2013–16	Joanne Eicher	jeicher@umn.edu	651-645-2914
2010–13, 2013–16	Vernon Eidman	vbeidman@comcast.net	651-644-5094
2015–18 term	John Howe	howex002@umn.edu	651-645-2584
2010–13, 2013–16	Virgil Larson	larso071@umn.edu	651-644-4562
2014–17 term	Jeanne Markell	marke002@umn.edu	952-934-2495
2014–17 term	Sherlyn Goldsmith May	golds009@gmail.com	612-708-5785
2008–11, 2015–18	David Naumann	dnaumann@umn.edu	612-382-9856
2013–16 term	Kathleen O'Brien	kobrien@umn.edu	612-722-8475
2015–18 term	Gloria Williams	gwilliam@umn.edu	952-920-7553

2. Committee Chairs, etc.

Program Committee	Donna Peterson	dcp@usfamily.net	612-386-2642
Membership Committee	John Anderson	ander049@umn.edu	651-489-4330
Member Records/Renews	Virgil Larson	larso071@umn.edu	651-644-4562
Newsletter Editor	Ginny Hanson	hanso045@umn.edu	952-926-3063
Listserv Mgr/Communic.	John Anderson	ander049@umn.edu	651-489-4330
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	John Howe	howex002@umn.edu	651-645-2584
Nominating Committee	Hal Miller	miller@umn.edu	612-353-4939
UMRA History Com.	(Inactive)		
Connect Retirees/U Com	John Adams	adams004@umn.edu	612-925-1340
Communic. & Tech. Com.	(TBA)		

Co-Webmaster	David Naumann	dnaumann@umn.edu	612-382-9856
Co-Webmaster	Cathy Lee Gierke	leegi001@umn.edu	651-208-8402
UMRA Cares Committee	Earl Nolting (TBA)	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 Ted Litman	swanson@umn.edu litma001@umn.edu	952-941-8300 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	(TBA)		
Rep to P& A Senate	Linda Lindholm	lindh001@umn.edu	612-827-2156
Rep to Civil Service Sen	(TBA)		
Rep from a coord. campus	(TBA)		
Rep from Employee Ben.	(TBA)		

4. Parking Discount Coupons

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