

# UMRA Operating Manual 2017–2018

October 2017

## 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, in consultation with the Board, and is revised annually in September/October for distribution to the Board and other interested parties and for posting on the UMRA website.

## Contents

1. Officers and Board of Directors 2017–2018	1
2. UMRA Committees	2
3. Representatives and Liaisons	5
4. UMRA Job Descriptions	5
Appendix A: Officers since 1992	10
Appendix B: Board Members since 1992	11
Appendix C: Committee Assignments 2017–2018	12
Appendix D: Key Contacts 2017–2018	13

## 1. Officers and Board of Directors 2017-2018 (See Contact Information in Appendix D)

### **Officers:**

**President:** Chip Peterson

**President Elect:** Jerry Rinehart

**Past President:** Donna Peterson

**Treasurer:** Carl Adams

**Secretary:** Judy Garrard

### **Other Board Members & Their Terms:**

Steve Benson (2015–18)

Vern Cardwell (2017–20)

Cathy Lee Gierke (2017–20)

Judy Leahy Grimes (2016–19)

Cherie Hamilton (2016–19)

Will Craig (2017–19 portion of 2016–19 term)

John Howe (2015–18)

Jeanne Markell (2014–17, 2017–20)

Kathleen O’Brien (2013–16, 2016–19)

Claudia Parliament (2017–20)

Dick Poppele (2017-20)

Gloria Williams (2015–18)

### **Other Key Positions:**

**Newsletter Coordinating Editor:** Ginny Hanson,

Newsletter Content Editors: Becky Anderson, Kris Mortensen, Julie Medbery

Newsletter Production Editor: Sadie Brendalen

**Webmaster:** Cathy Lee Gierke

**Database Manager:** Virgil Larson

**ListServ Manager/Communicator:** John Anderson

## **2. UMRA Committees 2017–2018**

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 (and no later than the September Board meeting) 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: Chip Peterson, president; Jerry Rinehart, president-elect; Donna Peterson, immediate past president; Judy Garrard, 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 propose the agenda for Board meetings; to determine any end-of-year awards for outstanding service to UMRA; and 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. Appointed members serve three-year terms. To insure continuity, the terms of the appointed members do not run concurrently.
- Members: Jerry Rinehart (chair, as president-elect), Chip Peterson (as president), Donna Peterson (as past president), John Adams ('19), Lynn Anderson ('20), Ron Anderson ('18), Steve Benson ('18), Bill Donohue ('19), Eric Hockert ('20).
- Workshop Subcommittee (of UMRA Cares Committee): Ron Anderson (chair), Earl Nolting, Jerry Rinehart, others to be named
- 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 committee generally seeks to line up programs three to six months in advance. The outgoing committee therefore typically programs at least the autumn speakers and workshops for the upcoming academic year.

## **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 maintain membership lists and at least annually to distribute a current directory to the membership; 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, Frank Miller, Barbara Nemecek
- 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 chair normally serves as the UMRA representative on the Campus Club Board of Directors.

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

- Members: Dick Poppele, 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, Jonathan Ravdin, Paul Quie, Patrick Redmond, Judd Sheridan, Mariah Snyder, Bill Sudderth, Craig Swan
- Funding Subcommittee: 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: The 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 are Association members not on the Board and one is a Board member. The immediate past president chairs the committee; in his/her absence, the Board of Directors designates 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 at or before the April Board meeting.

## **Reconnecting Retirees and the University**

This committee is suspended, at least temporarily during 2017–18, as the Council of Past Presidents focuses on developing UMRA's relationship to the University in follow-up to the Memorandum of Agreement signed in March 2017. The following information is from the 2016–17 Operating Manual:

- 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, Joanne Eicher, Ed Griffin, Jan Hogan, 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: Donna Peterson (2016–17), 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), 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. In 2017–18, however, as a special project the Council will spearhead the development of UMRA's relationship with the University in light of the Memorandum of Understanding signed in March/April 2017.

## **Activities**

- Members: Cherie Hamilton, chair; Claudia Parliament; others to be named
- Major Function: To identify activities for members beyond the monthly luncheons/workshops and involvement in UMRA governance. Examples might include organizing an UMRA contingent to participate in events offered by another organization; developing new kinds of UMRA events; and stimulating the formation of additional clubs and special interest groups within UMRA.

## **UMRA History**

- Members: Gloria Williams, chair; Julia Wallace
- 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: Ron Anderson (interim chair), Shirley Barber, Helen Carlson, Maggie Catambay, Martha Feda, Pat Kelly Hall, Larry Johnson, Van Linck, Mary Anne Mauriel, Earl Nolting, Kathy O'Brien, Gwen Perun, Pat Tollefson, Barb VanDrasek
- Core Function: To assure spouses/partners and family grieving a death or facing extended hospitalization that UMRA members are concerned about their welfare and that of every member of our community. On the death of an UMRA member or spouse/partner, the committee sends a condolence card and, if appropriate, may provide 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 is 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, mails a note of concern to the spouse/partner with a card.

- Care Guides Program. The Cares Committee is reviewing the Care Guides program, a 2016–17 joint project of UMRA and the Center on Aging. Care Guides are UMRA volunteers trained by the Center on Aging to help members locate information and resources needed when making health care decisions, particularly involving long term care needs. The late director of the Center on Aging, Robert Kane, played a key role in this work. Care Guides’ services to UMRA members have been temporarily placed on hold due to the untimely death of adviser Kane. The committee is investigating the possibility of using the Wilder Foundation Caregiving Program as a way of delivering the same functionality, and more, than the Care Guides provided.
- Workshop planning. The Cares Committee recommends workshop proposals to the Program Committee and reviews proposed activities. At least one member of the Cares Committee normally serves on the Workshops Subcommittee of the Program Committee. Cares Committee members help with organizing and running the workshops.
- Assembly of care-related resources. Assembly of resources. Members of the Cares Committee supply resource ideas and materials on caregiving and care-related services. These resources are assembled as book reviews, reviews of articles, reports, and other information such as lists and links to Internet resources. These resources are printed in the newsletter and/or online in the website. The Cares Committee does informal needs assessment of care-related knowledge by the membership and brainstorms about new projects or revisions to existing projects. Of special concern are those members of UMRA who also function as informal caregivers and care-receivers.
- Reporting. The Cares Committee reports on its work to the UMRA Board at least once per year.

### 3. Representatives and Liaisons 2017–2018

Note: Representatives to University Senate committees are technically appointed by the U Committee on Committees on recommendation of the UMRA president. UMRA’s nominations for such committees can go to Renee Dempsey <demps005@umn.edu>. Job description for a representative (who has voting rights) or liaison (who does not):

- Participates in the partner board or committee (representatives) or serves as UMRA’s main point of contact with the partner body (liaisons) of that body with UMRA, and raises retiree perspectives when appropriate.
- Reports to the Board as needed, in writing and/or orally, on issues and actions relevant to UMRA or retirees in general.
- Submits (ideally at least annually) Newsletter articles on developments of potential interest to UMRA’s membership.
- At end of year (deadline early September) submits significant documents to the UMRA president—in electronic form if possible, otherwise in hard copy—for transmission to the History Committee to include in UMRA’s annual UMRA contribution to the University Archives. (These generally do not include materials generated by the partner organization or committee, which is responsible for documenting its own history.)

**Liaison to Board of Regents:** John Adams

**Representative to (and member of) Senate Comm. on Faculty Affairs (SCFA):** Terry Roe

**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 (and member of) University Retirees Volunteer Center Board of Directors:** Jerry Rinehart (as UMRA President-Elect)

**Representative to (and member of) Campus Club Board of Directors:** Ben Zimmerman

**Liaison to UM Alumni Association:** Jeanne Markell

**Representative to (and member of) P&A Senate:** Lynn Anderson

**Representative to (and member of) Civil Service Senate:** Beth Bedell

**Liaison from University Retirees Volunteer Center:** John Anderson

**Representatives from Provost's Office:** Ole Gram and Deb Cran

**Liaison from Morris campus retirees association (to our knowledge the other campuses have no retirees association):** None at present

## **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.
- 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**

- Serves on the Board of Directors and Executive Committee.
- Chairs the Program Committee and is responsible for the selection of speakers and workshops for the monthly meetings in approximately the calendar year following his/her election.
- Presides over Board meetings, Executive Committee meetings, and monthly luncheons when the President is not able to attend.
- Consults with the President as needed.
- Serves on the University Retirees Volunteer Center Board of Directors.
- Reminds Board and others of our joint responsibility for recruiting new members and takes leadership in designing recruitment programs and communications.

### **Past President**

- Serves on the Board of Directors, Executive Committee, and 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**

- Serves on the Board of Directors and the Executive Committee
- Collects all income and makes deposits in bank accounts.
- Keeps the checkbook and pays all bills as authorized.
- Prepares a monthly Treasurer's Report and distributes it to the Board.
- Reviews the University Foundation account at least once a year and reports findings to the Board.
- Prepares a year-end financial statement to present to the members of the Association in October.
- Renews the certificate of incorporation in the first part of December each year on [www.online.sos.state.mn.us](http://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](http://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**

- Serves on the Board of Directors and Executive Committee.
- Takes minutes at all meetings of the Board of Directors and the Executive Committee, as well as the annual meeting of the membership in May and any additional Association meetings.
- Prepares minutes and sends them to the President to review and then circulate to the Executive Committee and, in the case of Board or Association minutes, to the Board.
- 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.
- Writes up proposed Bylaw changes and sends to President for inclusion in Executive Committee and Board mailings and ultimately for Association action; posts revised Bylaws on UMRA website.
- At the end of the year (usually September), submits minutes, new versions of Bylaws and Operating Manual, and other documents generated or maintained 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).

### **Membership Committee Chair**

- Provides leadership to the committee and leads in membership recruitment.
- As lists of new retirees become available, sends emails inviting them to join UMRA.
- 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. After the death of a member the membership is passed to the surviving spouse. Members no longer able to participate in UMRA activities may continue to receive the e-Newsletter without paying dues.)
- Represents UMRA at pre-retirement activities sponsored by Office of Human Resources.
- Maintains board, members, and Newsletter e-mail ListSrvs 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](mailto: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.

### **Webmaster**

- Manages maintenance of all underlying resources, including software and hardware changes and version upgrades, working with appropriate OIT resources.
- Maintains Development site, and tests after all changes, usually before moving them into Production.
- Maintains general knowledge of and access to technical capabilities with the technologies used, including Drupal, MySQL, php, Symfony, GitHub, PayPal connection, popular browsers.
- Responds to member questions and issues, both directly to member and by taking any action necessary.
- Maintains 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.
- Continues to adjust website to accommodate diverse user needs and promote independent responsibility for content.
- Leads review and update of static website contents by responsible UMRA officers at least annually.
- Prepares and updates training and operational material for officers, committee chairs, and others to add content.
- Develops technology to maintain a catalog of database reports, and creates needed reports, working closely with the DB manager and others needing DB outputs.
- Works to improve forms used by members, making it easier to collect complete and accurate retiree information and statistics.
- Assists the Newsletter editors and others to develop communications policy for UMRA and move toward a unified information and communications system.
- Monitors technology and responds as newer retirees gain in membership proportion; assesses utility of Facebook, Twitter, etc. for member communications.

### **Newsletter Content Editors**

Beginning in 2017–18, when a predominantly electronic newsletter replaced the predominantly print version that had preceded it, an editorial team took over the responsibilities of the single paid freelance editor who had been producing the newsletter until then. Volunteer content editors form part of that team. They are volunteers who are familiar with the organization and can make contacts within UMRA to gather, edit, and encourage news articles. A coordinator editor, who sends the content to and communicates with the Production Editor, leads this team. Each content editor has a “beat.” The coordinator and content editors:

- Meet with incoming officers and attend board meetings as needed.
- Work in consultation with the president and committees to see that the eight newsletter issues per year meet annual communication goals and initiatives.



- Receive news items and communicate with regular contributors as well as people designated to write specific articles and provide photos, ensuring timely submission for meeting production deadlines.
- Edit articles for clarity and length and, when substantive editing is necessary, confer with writers for approval of altered text.
- May write or edit short announcements, fillers, photo captions, or articles with information derived from or provided by UMRA sources.
- May take photos.
- Write headlines and brief introductory material to entice the E-News reader to click the links to read [more] on the website or to see the pdf Newsletter online.
- Send prepared content and photos to the production editor.
- Collectively prepare an annual report and submit it to the History Committee for inclusion in UMRA's annual contribution to the University Archives.

### **Newsletter Production Editor**

The production editor, a paid freelancer and not necessarily a member of UMRA, constitutes the other part of the editorial team. Working closely with the content editors, s/he creates the E-News (sent by email) with links to the website, posts the articles to various website pages, publishes the articles as a print publication to mail, with a pdf for the archives on the UMRA web site. The production editor:

- Uses the content to design and publish the E-news and print publication.
- Contacts the Newsletter sponsors and manages the deadlines for their "ad" messages for each issue.
- Coordinates with the webmaster to post newsletter content on the UMRA website.
- Makes suggestions for improvements in the web site communications.
- Creates/writes short announcements as requested by the content editors or the officers.
- Works with UMRA's database administrator to determine which members get the E-News and which get a mailed Newsletter; also oversees the distribution.
- Creates the E-News as an email that is sent to all members who have email.
- Designs the content as a print publication to send to members who need it by mail.
- Posts the final pdf file to the website's Newsletter archive, with a link from the E-News email for members who prefer to view it in that format.
- Works with Addressing & Mailing and U Printing to have the newsletter printed and mailed.
- Sends an extra newsletter to the UMRA History Committee to be included in UMRA's annual contribution to the University Archives.)

## **5. Clubs and Special Interest Groups**

These are informal, self-governing subgroups of the UMRA membership organized around a common interest.

- Any UMRA member may propose a new club or SIG.
- The Executive Committee and then the Board review new proposals.
- Upon Board approval, a club or SIG becomes eligible for a website presence, use of the UMRA membership listserv for an organizing message, and announcements in the UMRA Newsletter.
- Activities, meeting times and places, safety measures, and other operational details rest entirely with the club or SIG.
- Approval of a club or SIG means only that that the Board has deemed it consistent with UMRA's mission and does not imply any legal or fiduciary liability for it.

As of October 2017 UMRA has two clubs:

- Book Club (Chair: Pat Tollefson <p-toll@umn.edu>
- Photo Club (Co-Chairs: Sheri Goldsmith May <golds009@umn.edu> & Craig Swan <swan@umn.edu>

## Appendix A: Officers since 1992

	Presi- dent	Pres- Elect	Past Pres.	Secretary	Treas- urer	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
17-18	PetersonC	Rinehart	PetersonD	Garrard	AdamsC	HansonG	Gierke	LarsonV

## Appendix B: UMRA Board Member since 1992

### 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
16-17	Feda	Grimes	BensonS	Naumann	Hamilton	Clemence
17-18	Craig	Grimes	Benson	Cardwell	Hamilton	Gierke

## 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
17-18	Markell	HoweJ	Parliament	WilliamsG	O'BrienK	Poppele

## Appendix C: Committee Assignments 2017-2018

X = chair, x = member

	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
<b>BOARD MEMBERS</b>													
Steve Benson		x											
Vern Cardwell													
Martha Feda												x	
Kathy Lee Gierke													
Judy Leahy Grimes			x	x									
Cherie Hamilton													
John Howe			x		x				x	x			
Jeanne Markell													
Kathy O'Brien					x							x	
Claudia Parliament													
Dick Poppele					<b>X</b>								
Gloria Williams											<b>X</b>		
<b>OFFICERS</b>													
Carl Adams	x												
Judy Garrard	x												
Chip Peterson	<b>X</b>	x											
Donna Peterson	x	x			x	<b>X</b>				x			
Jerry Rinehart	x	<b>X</b>											
<b>OTHERS</b>													
John Adams		x			x		<b>X</b>		x	<b>X</b>			
John Anderson			<b>X</b>							x			
Lynn Anderson		x											
Ron Anderson		x					x			x		x	x
Shirley Barber												<b>x</b>	
Coral Berge								x					
Beverly Bybee				x									
Dick Caldecott					x								
Helen Carlson												x	x
Maggie Catambay													x
Bud Clawsen									<b>X</b>				
Roger Clemence					x								
Bill Donohue													
Joanne Eicher				x	x		x		x				
Laura Erickesn				x									
Ed Griffin									x				
Joyce Guelich			x										
Pat Kelly Hall													x
Ginny Hanson			x					x					
Nancy Helmich			x										
Russell Hobbie					x								
Eric Hockert		x											
Jan Hogan-Schiltgen				x			x		x				
Bob Holt					x		x			x			
Judy Howe					x			x					
Louis Janus					x								
Vern Jensen										x			
David Johnson										x			

Larry Johnson													X
Robert Kane (adviser)													X
Jean Kinsey										<b>X</b>			
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								
Dave Naumann			x					x					
Earl Nolting												<b>X</b>	x
Barbara Nemecek				x									
Gwen Perun													x
Paul Quie					x								
Harriet Reiss												x	
Jonathan Radvin					x								
Judd Sheridan					x								
Richard Skaggs								x					
John Sullivan			x										
Bill Sudderth					x								
Craig Swan					x			x					
Pat Tollefson								x				x	
Barb VanDrasek								x				x	x
Julia Wallace											x		
Gerhard Weiss										x			
Gwen Willems								x					
Ben Zimmerman			x	<b>X</b>									
		<b>EXECUTIVE</b>											
		<b>PROGRAM, and WORKSHOP</b>											
		<b>MEMBERSHIP</b>											
		<b>LUNCHEON and LUNCHEON MENU</b>											
		<b>GRANTS and FUNDING</b>											
		<b>NOMINATING</b>											
		<b>RECONNECTING RETIREES</b>											
		<b>COMMUNICATION and TECHNOLOGY</b>											
		<b>JOIE</b>											
		<b>PAST PRESIDENTS</b>											
		<b>UMRA HISTORY</b>											
		<b>UMRA CARES</b>											
		<b>CARE GUIDES</b>											

## Appendix D: UMRA Key Contacts 2017-2018

### 1. Board of Directors

<b>President</b>	Chip Peterson	c-pete@umn.edu	651-699-4286
<b>President-Elect</b>	Jerry Rinehart	g-rine@umn.edu	612-802-5627
<b>Past-President</b>	Donna Peterson	donnacpeterson46@gmail.com	612-386-2641
<b>Treasurer</b>	Carl Adams	adams003@umn.edu	952-942-5005
<b>Secretary</b>	Judy Garrard	ygarrard@umn.edu	612-986-4950
<b>2015–18 term</b>	Steve Benson	benso006@umn.edu	612-423-6244
<b>2017–20 term</b>	Vern Cardwell	cardw001@umn.edu	612-666-8197
<b>2017–19 term</b>	Will Craig	wcraig@gmail.com	612-377-8888
<b>2017–20 term</b>	Cathy Lee Gierke	leegi001@umn.edu	651-208-8402
<b>2016–19 term</b>	Judy Leahy Grimes	gleahy4644@aol.com	651-698-4387
<b>2016–19 term</b>	Cherie Hamilton	pimentmalageta@hotmail.com	612-929-0233
<b>2015–18 term</b>	John Howe	howex002@umn.edu	651-645-2584
<b>2014–17, 2017–20 terms</b>	Jeanne Markell	marke002@umn.edu	952-934-2495

<b>2013–16, 2016–19 terms</b>	Kathleen O'Brien	kobrien@umn.edu	612-722-8475
<b>2017–20 term</b>	Claudia Parliament	cparliam@umn.edu	612-986-5678
<b>2017–20 term</b>	Dick Poppele	dick@umn.edu	612-378-9242
<b>2015–18 term</b>	Gloria Williams	gwilliam@umn.edu	952-920-7553

## **2. Committee Chairs etc.**

<b>Program Committee</b>	Jerry Rinehart	g-rine@umn.edu	612-802-5627
<b>Membership Committee</b>	John Anderson	ander049@umn.edu	651-489-4330
<b>Database/records/renews</b>	Virgil Larson	larso071@umn.edu	651-644-4562
<b>Newsletter Coord. Ed.</b>	Ginny Hanson	hanso045@umn.edu	952-926-3063
<b>Newsletter Content Eds.</b>	Becky Anderson	rbcndrsn@gmail.com	651-489-4330
	Julie Medbery	jmedbery@comcast.net	651-342-8999
	Kris Mortensen	kristinemortensen@gmail.com	612-360-9962
<b>Newsletter Prod. Ed.</b>	Sadie Brendalen	will1945@umn.edu	612-626-5411
<b>Luncheon Committee</b>	Ben Zimmerman	zimme004@umn.edu	651-645-1662
<b>Lunch Reservations</b>	Judy Leahy Grimes	jleahy4654@aol.com	651-698-4387
<b>Prof. Devel. Grants Com</b>	Dick Poppele	dick@umn.edu	612-378-9242
<b>JOIE</b>	Bud Clawson	claws001@umn.edu	651-308-7448
<b>Nominating Committee</b>	Donna Peterson	donnacpeterson46@gmail.com	612-386-2641
<b>UMRA History Com.</b>	Gloria Williams	gwilliam@umn.edu	952-920-7553
<b>Connect Retirees/U Com</b>	John Adams	adams004@umn.edu	612-925-1340
<b>Webmaster</b>	Cathy Lee Gierke	leegi001@umn.edu	651-208-8402
<b>Web backup</b>	Dave Naumann	dnaumann@umn.edu	612-382-9856
<b>UMRA Cares Com.</b>	Ron Anderson (interim)	rea@umn.edu	612-963-6660
<b>Photo Club</b>	Craig Swan	swan@umn.edu	612-374-2496
<b>Book Discussion Club</b>	Pat Tollefson	p-toll@umn.edu	763-781-9747

## **3. Reps. & Liaisons**

<b>Rep to Regents</b>	John Adams	adams004@umn.edu	612-925-1340
<b>Rep to Sen Com on Fac</b>	TBA		
<b>Rep to SC Retire Plans</b>	Jerry Rinehart	j-rine@umn.edu	612-802-5627
<b>Rep Health Care Benef.</b>	Dale Swanson	swanson@umn.edu	952-941-8300
	Ted Litman	litma001@umn.edu	612-331-2740
<b>U Retirees Vol. Ctr.</b>	URVC	urvc@umn.edu	612-625-8016
<b>Rep to URVC</b>	Donna Peterson	dcp@usfamily.net	612-386-2642
<b>Rep from URVC</b>	John Anderson	ander049@umn.edu	651-489-4330
<b>Rep to Campus Club</b>	Ben Zimmerman	zimme004@umn.edu	651-645-1662
<b>Rep to UMAA</b>	Jeanne Markell	marke002@umn.edu	952-934-2495
<b>Rep to P&amp; A Senate</b>	Lynn Anderson	anderson043@ucsd.edu	763-314-0252
<b>Rep to Civil Service Sen</b>	Beth Bedell	bbedell@umn.edu	651-487-4943
<b>Rep from coord campus</b>	[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