

UMRA Board Meeting
26 October 2020. 11:00 AM
Zoom Meeting

1. Anecdotes
2. Review/approval of October board minutes
3. EC Draft Minutes: note section on UMRA Operating Manual
4. Treasurers report. Greg
5. Reports of Committee Chairs
 - a. Program. Jan
 - b. Workshops. Ron
 - c. PDGR. John
 - d. Communications and Outreach. Jean
 - e. Social Activity and Travel. Cherie
 - f. Membership. John
 - g. Organizational Continuity. Jerry/Chip
 - h. Age Friendly University. Lynn
 - i. URVC. Eric
 - j. Retirement Subcommittee Ken
 - k. Newsletter Editor. Kris
6. Update on bylaws changes. Bill
7. Changes to Operating Manual. Frank
8. Report of Ad Hoc Zoom Finance Group. Bill, Virgil, Kris
9. JOIE. Will
10. Report on new interest groups. Jan
11. UMF Presentation at November board meeting
12. Other

UMRA Board Meeting Minutes
Monday, September 28, 2020 11:00 a.m.
Zoom call-in

1. Introductions/Attendees: John Bantle, Frank Cerra, Will Craig, William Donohue, Gary Engstrand, Cathy Gierke, Cherie Hamilton, Greg Hestness, Eric Hockert, Ron Matross, Jan McCullough, Jan Morlock, Kris Mortensen, Claudia Parliament, Chip Peterson, Donna Peterson, Gerald Rinehart, Barbaraara Shiels, KaiMay Terry, Cathrine Wambach, Gloria Williams.

2. Approval of Minutes: the minutes of May 20, 2020 were approved.

3. Treasurer's Report: Greg reported that the checkbook balanced on 9/1/20 and had a balance of \$5397. He has renewed UMRA's status with the state and needs to file a Form 990N for the federal government, which is pro forma. He is working on changing signature authority and changing to electronic banking. An account is being set up with the University to allow charges to be made for expenses from Zoom use that UMRA incurs. Frank will follow up with the Controller's Office to see that it gets done. Cherie agreed with Greg that there needs to be a statement with all expenses, including parking coupons, for the Board to review. There was brief discussion about whether UMRA is saving money because few parking coupons are being used; Greg agreed to look into the question.

4. Reports of Committee Chairs:

-- Jan Morlock reported for the Program Committee that UMRA has moved to three all-member events each month on the second, third, and fourth Tuesdays: an A.M. event, a workshop, and the Forum. They have also talked about a virtual December holiday event of some kind. The Committee has been inspired by the results of the member survey and by suggestions from the retreat. They are looking for new members, especially newer UMRA members. Other UMRA activities are continuing (book club, photo, etc.).

-- Ron reported for the Workshop Committee that they have workshops booked through March and so far are getting 60-70 people for each, more than the 30-40 who attended the in-person sessions pre-pandemic. They try to integrate the workshops with events developed by the Program Committee.

-- John reported on PDGR. The University contribution has stopped; there was \$29,000 left, of which they decided to use \$20,000 for awards this year (with a

maximum grant of \$4,000). It is not clear if the University will provide support in the future so they decided to raise funds. Two donors have each provided \$10,000 in matching funds, but thus far only \$3,000 has been raised (leaving room for an additional \$17,000 in matching donations). He said that Will has done an excellent job of documenting the accomplishments of PDGR. Frank noted that KaiMay Terry and her husband were one of the \$10,000 donors and he thanked her for the contribution. He also commented that the fund-raising effort has not been formally announced; that will happen at the October Forum with Josie Johnson.

-- Claudia reported for Jean for the Communications and Outreach Committee. They are in the process of setting up a meeting. Frank reported that the proposal for a Facebook page has been referred to the Committee.

-- Cherie reported for the Social Activity and Travel Committee. She called attention to the report she had provided to the Board about the Road Scholar events:

There are currently 3 multi-day programs that include lectures, performances and discussions that range from \$399 to \$499. Because these last three have been so successful, Road Scholar is working to add 30 more of these programs to the list and hopes to have them ready in October. UMRA members would have to sign up with a special code so that they can receive a discount of \$100 for each program they choose.

- *Virtual Lectures – 45 to 60 minute free lectures on a variety of topics – you can either sign up to watch it live or watch the recording -- <https://www.roadscholar.org/virtualllearning/>*
- *On-line Days of Discovery – a morning lecture that is free followed by an afternoon small group discussion that is \$49 -- <https://www.roadscholar.org/collections/online-days-of-discovery/>*
- *Multi-Day programs that include lectures, performances, and discussions – we have piloted 3 – London Theater, Paris and Opera and all have been well-received – these range from \$399 to \$499 <https://www.roadscholar.org/collections/adventures-online/>*

Frank asked how they set the charges; Cherie said they are paying for the person commenting on the tour and discussion leaders. There is no cost to UMRA for Zoom charges. These events could be of particular interest to those with a significant other because they could get two for the price of one. Cherie agreed with Frank's suggestion that UMRA members should be aware of these opportunities and she would get information about them in the November newsletter.

-- Jerry reported for the Membership Committee: they are proposing a new member workshop (usually held in the bar area of the Campus Club, now to be held via Zoom). It would be about a 45-minute session, mostly spent in small groups. Jan Morlock reported that one piece of feedback they received is that people like the content of Forums but would like to see others who are at the Zoom event; a new member workshop would be an opportunity to do that. She speculated that online events may continue even post COVID. Cathy asked if there could be breakout groups at other events; Jan Morlock said she would like to see that happen and they will have to explore using the Zoom meeting format for events rather than the Zoom webinar format. Jerry moved that "The Board approve the proposal to hold a New Member Welcome and Orientation program via Zoom prior to the October 27, 2020 UMRA Forum event" from 11:00 to 11:45. The motion passed unanimously; Kris noted that those participating in the Forum need to be excused at 11:30 to prepare.

Frank suggested the Zoom meeting format be used for the October Forum on youth mental health. A number of Board members have been in the meeting mode in large groups and liked it. Kris was uncertain that it could be converted from webinar to meeting at this late a date, with many people already signed up. She suggested trying it in November for all three UMRA events.

-- Chip provided an update on Organizational Continuity. Cathy is gathering information; she said she has received most of the reports she requested. Chip said people should send all reports to Cathy; Gloria reminded everyone that reports need to come to her as well for the Archives. Chip said they will have a final report for the Board next month and are recommending that after that their task force be dissolved and merged with the History Committee.

5. Retreat Discussion: Jan Morlock noted that Frank had distributed to Board members a synopsis of the breakout discussions at the retreat and said that there were clusters of suggestions in several areas: program, workshops, recruitment, and other (mostly financial and fund-raising for UMRA and the professional development grants). There were some ideas that they have immediately begun acting on. One is the suggestion that UMRA have a Facebook page (it has had one but it has been inactive the last couple of years) where people can get together. Gary has agreed to advance the idea (under the leadership of the Communications and Outreach Committee). Another is about new members, taken up with Jerry's motion. A third had to do with fund-raising, which is being addressed. The idea is to "let 1000 flowers bloom": in a time when in-person sessions are limited, they

want to encourage and support members who develop new sessions (one example is one put together by Craig Swan and Lynn Anderson on preserving family history). She asked for comments.

Cathy reported that she and Eric are seeking to develop a mentoring program that would be made more generally available to members on helping mentor students. Jan Morlock commended the idea and commented that a couple of UMRA's counterpart organizations are doing more intergenerational work.

Chip asked if there is any central clearinghouse for all the events that might be scheduled. Cathy said people can submit their event to the website and look at the event list to see if it conflicts with anything else that has been scheduled.

KaiMay reported that she had received a call from the University Retirees Volunteer Center (URVC) about teaching English as a second language. There are requirements that must be met in order to do so; it requires dedication. Eric, UMRA's representative to URVC, reported that they have 450 people in the database and try to match opportunities to interests; sometimes they will call people about an opportunity. In some cases of broader interest, they will send the information to all UMRA members. An analysis they did for January to the present revealed that volunteer participation has dropped 80-90% due to the pandemic, even though there have been the same number of events. URVC remains vibrant, however, and there are many virtual volunteer opportunities available.

6. Zoom Use: Frank reported that UMRA has a problem: funding Zoom use. (Board members received material in advance of the meeting with the financial information.) The Executive Committee had a long discussion about the issue and identified several options: a member surcharge, an increase in dues, or a subscription series of events. There will be a committee meeting on how to finance Zoom use.

Bill recalled that UMRA events moved to Zoom in early spring and received a lot of support from OIT; the people in OIT were very helpful and events went well. Over the summer there was a discussion about how to pay for Zoom use; UMRA has a cooperative agreement with the University and the latter will charge UMRA as it would charge any department. UMRA has not yet been charged. The three major UMRA events each month, at the premium level, will cost about \$10,000. It is necessary to find the money to pay that expense. It would be possible to use part of the \$17,000 in reserves on the theory that these are one-time expenses that will not need to be repeated; there could be a voluntary membership

surcharge, although there is a question about how much it would raise (Bill has suggested about \$10,000 while Virgil said it will be more like about \$1400); there could be a subscription series (e.g., the Forums). There will be a group meeting in October to develop recommendations to him and Frank; if anyone has suggestions, Bill asked they be sent to him.

Eric asked what the money pays for. Someone from OIT? This meeting doesn't require any staff support. Bill responded that it is payment for services, mostly in the webinar format, in order to be sure there is no breakdown and events go well. One solution could be that UMRA members learn to operate Zoom themselves. Frank said the Executive Committee had discussed that possibility. Four or five people expressed interest, but when they learned how involved it is, they did not pursue it. It is not as easy as it looks. Virgil is polling the membership to find out if there are individuals interested in volunteering. Doing so is a repeated commitment, not just once and done. Bill emphasized that they do not want a Forum to fall apart because of technology problems.

Kris pointed out that they had the schedule of events worked out and were persuaded that the webinar format was best and received tremendous support from OIT. She wondered if they should rethink the format and use meeting rather than webinar. Frank's committee will report back in November, Bill said.

Barbara thought it was too much to expect of volunteers that they support Zoom for UMRA meetings 3-4 times per month. She urged that UMRA focus on paying for what it needed and agreed that changing the format should be considered. KaiMay suggested approaching IT departments to recommend graduate students; UMRA could pay them but it would cost far less than organizational employee salaries. Frank agreed the idea would be put on the list but cautioned that graduate students are very busy and UMRA would only have them as long as they were graduate students. Jan McCulloch asked if graduate students are organized so there are standard pay rates.

7. Changes to UMRA Bylaws: Bill referred to the recommendations provided to the Board, developed by him, Jan Morlock, Jerry Rinehart, and Chip Peterson. There are three areas of change: (1) terms of the officers and Board are change to coincide with the fiscal year July 1-June 30; (2) provide more authority to the president to do things that need to be done (e.g., cancel meetings, use Zoom); (3) other minor changes, such as eliminate the Council of Past presidents (because they've been added to the Board) and put the president-elect on the Nominating

Committee. He would like the Board to approve the changes so they can be submitted to the membership. The Board approved the changes unanimously.

8. UMRA Space in McNamara: Cherie referred to the information that had been provided and said it was not clear if it was one big room or divided space. Frank reported that the last Executive Committee meeting included a diagram of the space; it is one room. There have been discussions for some time about what room is needed; the idea is one room with three people and common printer, etc. Right now it is three rooms, but that is temporary. If anyone wants permission to use the space, they just need to ask.

Cherie said that she has a key and brings materials into the office, so she would like to know what the space arrangements are.

9: Access to Executive Committee (EC) Minutes on UMRA Website: Frank reported that the EC recommends that EC minutes go on the UMRA website under password control for Board members. The question is where they should go and who should have access to them.

Gloria noted that copies also go to the Archives. Cathy observed that there is no password protection for the printed copies in the Archives, but it is not easy to get at them.

Barbara asked for the rationale for not providing access to all UMRA members. Jerry said the website has a lot of information and need not be cluttered up with EC minutes. The question is, who cares? Mostly Board members, and occasionally there are discussions about personnel and compensation. In response to a question from Barbara, Frank said the EC consists of 9 members because 4 additional people are regularly invited in addition to the 5 officers. The minutes contain information about discussions, sometimes about sensitive topics. He agreed with Barbara that the minutes could be sent to Board members. KaiMay said many discussions are not policy or motions but are about matters in flux and ideas, and should be kept confidential. Cherie said she's been on a number of boards and the general practice is that Board members should receive EC minutes as part of the decision-making process. Barbara said she had no quarrel with Board members receiving the minutes; her question is about the image that is created if EC minutes are put on a part of the UMRA website to which members don't have access. So it would make more sense to email the minutes to Board members. Cathy said that email is temporary in terms of organizational continuity and that a secure area of the website would be better. Bill pointed out that it would be helpful for the Board

to have the minutes before its meeting (now they receive them after the fact), but they have to be approved. He endorsed the password-protected website proposal. John said that as a strong proponent of openness in government, he believes the minutes should be available to everyone. (Bill noted that UMRA is not subject to the open meeting law or the data practices act.)

Frank asked for a motion and said he would favor sending the EC minutes to the Archives and to the Board in draft in advance of its meetings. Vern made a motion; Board members deliberated what they wanted it to say. It was agreed that the Secretary would be authorized to send the draft EC minutes to Board members, before the EC has approved them and that after they are approved they will be placed on a password-protected part of the website and copies sent to the Archives (as is presently the case). Kris and Cathy asked about putting them on the part of the website that requires a login, decreasing the concern about secrecy and making them easy to find when needed. (Barbara later expressed agreement with this approach.) Bill said the intent is that the EC minutes are available only to the EC and the Board; he is an advocate for privacy, and the more that is available on the website, the more likely someone could latch onto something and make an issue out of it.

Frank said the motion is that the Secretary provide draft minutes for the Board and send approved minutes to a password-protected part of the website; the President will distribute the draft minutes with the Board packet prior to the meeting. He pointed out that EC members will receive the draft minutes well before the Board meeting and can make any corrections necessary before they are distributed to the Board. The motion was adopted 17-2 with one abstention.

Frank thanked everyone for participating and adjourned the meeting at 1:00.

-- Gary Engstrand

UMRA
FIRST QUARTER FISCAL YEAR 2021 FINANCIAL REPORT
July 1, 2020 – September 30, 2020

	<u>7/1/20</u>	<u>9/30/20</u>
Savings Account	\$6,972	\$6,972
Savings Certificate	10,201	10,201
Checking Account	<u>1,009</u>	<u>5,383</u>
Total Checking and Savings	\$18,175	\$22,556

REVENUE

 Membership Renewals \$5,620

EXPENSES

 Newsletter

 Editing and Production \$900
 Printing 400
 Mailing 172
 Total Newsletter \$1,472

 Memorial Costs

 Memorials \$150
 Cards and Postage 65
 Total Memorials \$215

 AROHE Membership \$120

 TOTAL EXPENSE \$1,807

GAIN/(LOSS) \$4,582

Greg Hestness, Treasurer

October 19, 2020

To: UMRA Board of Directors

From: Jean Kinsey, Chair, UMRA Communications and Outreach Committee

Re: Report to the UMRA Board for their meeting on Monday, October 26, 2020

The UMRA Communications and Outreach Committee met via Zoom on October 6, 2020.

Committee Members present: Jean Kinsey, Chair; Kris Mortensen, John Anderson, Becky Anderson, Will Craig, Claudia Parliament, Ron Matross, Jeanne Markell, Cathy Gierke

Absent: Ginny Hanson Guests: Jan Morlock, Gary Engstrand

1. We heard from Gary Engstrand who had volunteered to set up and monitor an UMRA Facebook Group. He sent a suggested set of rules for this Facebook Group (below). The committee passed a motion that we recommend to the Executive Committee that we give this a try and that it should be open to all U of M retirees.
2. We reviewed the notes from the May 20, 2020 meeting to see if we have met our goals from that meeting.
Reminder... The committee's central **mission** is to raise UMRA's visibility and to make UMRA a recognizable and respected organization within the University community.
 - a. OHR still does not send out our Newsletter to all retirees for the first 2 years of retirement. **But, there are new efforts to gain access to the list of retirees' names; we will continue to work towards increased communication with all retirees.**
 - b. Hot links have been added to the letter inviting new retirees to join UMRA.
 - c. There will be a new member reception via Zoom on October 27. It was suggested that all members receive an invitation to attend. (John A.)
 - d. The suggested outreach activities promised by Will Craig, have been completed with GREAT SUCCESS. Will has gone above and beyond the call of duty to accomplish this and we owe home a very big THANK YOU.
 - e. As discussed in May and requested by the Executive Committee we all volunteered to take on the task on monitoring (proof reading) parts of the web page and provide feedback to Cathy Gierke if and when we find items that should be "fixed."

Subsequently The following committee members have been assigned to review the following parts of the web page on a quarterly basis or oftener if they are so moved. They will provide feedback to Cathy Gierke, Webmaster.

Home - Jean Kinsey

Events - Claudia Parliament

Member Benefits - John Anderson

Serving U - Will Craig

Newsletters - Becky Anderson

Governance - Ron Montross

Member Login - Jeanne Markell

3. Cathy Gierke sent information about how to enhance the texts and visual appeal of items on the web. Some have been incorporated by Kris. More are available.
 - a. We do not have tracking capabilities built into our web page.
 - b. Next year the web page will be revised with the new Druple format as demanded by the U of M. This would be a good time to make any major changes in design.
4. Both Cathy and Kris talked about potential changes to the online Newsletter. Cathy suggested that the length of articles need not be so restricted on the web as they are in the Newsletter format. Kris suggested that with so many new events a monthly newsletter might evolve into a vehicle that provides news and events information on a more frequent basis.
 - a. We may want to expand the list of VIP recipients of the hard copy Newsletter. John Anderson will provide the names U of M persons who currently receive the hard copy to Kris.
 - b. We talked about the ongoing need for backup personnel to both Cathy and Kris. One name was suggested for editorial help. Kris will follow up.
5. Recruiting and retaining members: John Anderson talked about the new members Zoom welcoming meeting on October 27, 10:30 a.m. He circulated the Survey form used to solicit the activity interests of members; it was suggested that the survey be sent to all members, not just new members.
6. The Zoom educational group started by Virgil Larson was discussed. Several of us missed the initial meeting and sign up. John Anderson will send that information so we can join as we will.
7. The idea of “Encouraging 100 Flowers to Bloom” was discussed in terms of who should monitor/approve new events/activities. If they are to be promoted, invited, or approved as an UMRA activity, this committee recommends that the Executive Committee (probably the President elect) be the clearing house. They meet regularly, they have the best picture of the totality of our activities and calendar.

Jan Morlock expressed a BIG THANK YOU to Kris and Cathy for all their work this past season. Kris also extended a special thank you to Julie Medberry for her excellent editorial help. We all extend our Thank You to these hard workers.

DATE: 24 OCTOBER 2020
TO: UMRA Board of Directors
FROM: Organizational Memory and Continuity Task Force

- Cathy Lee Gierke
- Kris Mortensen
- Chip Peterson (co-chair)
- Jerry Rinehart (co-chair)
- Carol Urness
- Julie Wallace
- Gloria Williams

RE: **Memory/continuity measures**

Executive Summary

This report outlines steps taken, underway, or proposed in UMRA's effort to improve its record-keeping and knowledge/skills-retention in the face of annual turnovers in leadership. These include:

- Expand number and variety of UMRA documents stored on website
- Reaffirm commitment to annual paper document submission to the University Archives in Andersen Library
- Coordinate document submission processes for website and U Archives
- Clarify responsibilities and timelines for document creation, updating, web posting, and placement in U Archives
- Create a policy library (a collection on the website of board-approved policies) and a set of position toolkits (collections documents that can serve as useful guides or templates or sources of historical information concerning the position)
- Add a Board policy outlining document format guidelines
- Initiate succession planning for leadership positions
- Encourage research and writing on UMRA's history
- Initiate discussion of the appropriate structure for sustaining UMRA continuity, organizational memory, and history.

Introduction

In any volunteer-run association, and especially those made up of retirees, turnover is rapid and organizational amnesia problematic. Past policy decisions are easily forgotten; how-to expertise is lost as positions turn over; large gaps occur in written records; organization of those records that do exist is often haphazard; and important documents may reside only on individual members' hard drives. The sudden death, disability, or resignation of a key figure can cause disarray.

As one of UMRA's major initiatives during the past year, our task force has been developing processes and guidelines to improve continuity from one UMRA leadership cohort to another and reduce vulnerability to sudden death, disability, or resignation of a key figure. Many of the recommendations in progress reports and updates drafted during the course of the 2019–20 UMRA year have already been implemented, at least on a trial basis; others are still pending.

Our task force has identified and attempted to address four interrelated process areas:

- *Paper and electronic archiving:* Key documents relating to organizational continuity and history are collected and preserved in appropriate structures. UMRA's paper archives are preserved in the collections of the University Archives; electronic documents are preserved in a form that is both hierarchical, and searchable on the UMRA website.
- *Annual update of the full website:* Because the above processes involve some of the same materials, performing them together reduces the overall effort.
- *Continuity.* Easily available information about the organization's activities and processes supports continuity by allowing members and leadership to build on what has gone before, and to refer to previous actions and policies as new issues arise.
- *History:* The documentation in the archives and on the web also provides the raw material for the organization's history. Creating a document that organizes the raw material into a continuing history is a task we hope will be undertaken by a researcher or committee in the near future, and may be an ongoing task in the long term.

As we worked, we have kept two principles in mind:

- We should build on existing strengths. An extensive paper trail spanning UMRA's entire existence resides in the University Archives. A good deal of history is available on our website, especially in the form of past newsletters and Board minutes. Our annually-updated Operating Manual helps pass on procedures and division of labor from one cohort to another. Orientation sessions for new Board members are a helpful recent addition. All of these features will be retained in the enhanced system described here.
- The new or revised components of the system should be as user-friendly as possible. The net benefit to UMRA's operations should exceed any additional workload.

The remainder of this report outlines the task force's recommendations and the current status of each.

Materials to Be Gathered and Uploaded to Website

Documents currently on UMRA website

- *Recommendation*: Continue posting all of the following: Bylaws; UMRA-UMN MOU; Operating Manual; Minutes (Association, Board); organizational diagram; list of current personnel; annual finance reports; newsletters; “From the President” newsletter columns; event slides; UMRA history (currently available only for first seven years); historical lists of officers, board members, Forum speakers, and Workshop facilitators.
- *Status*: Implemented.

Existing materials not on UMRA website

- *Recommendation*: Create and populate website sections for the following items, which previously were produced but have not been accessible on web: Board meeting packets; annual reports (from officers, committee chairs, chairs of special interest groups, representatives and liaisons, newsletter editor, webmaster, database manager, etc.); biennial leadership retreat reports; member survey results; membership directories (with login required); Executive Committee minutes (password-protected); and other appropriate materials as they arise.
- *Status*: Mostly implemented in summer 2020, although stragglers are still dribbling in. Members will be encouraged to search their hard drives for relevant materials from earlier years and to submit them to the webmaster when found. At some point in the future, earlier newsletters and other key documents in the University Archives might be scanned and added to the website.

New materials to be added

- *Recommendation*: Create and populate website sections for Board-approved UMRA policies and for position toolkits
- *Status*: In progress. Some policies from recent years have been located (through review of recent minutes and meeting materials) and posted, and new policies will be posted following Board approval. Key UMRA leaders have been developing and submitting toolkits for their positions, and others are still coming in. They include such items as text of recurring emails, how-to guides to positions, workflow calendars, and the most recent version of a document that needs annual revision. It will likely take several years of additions and refinements before the toolkits realize their full potential value.

Process for Gathering and Posting Documents

Document ownership:

- *Recommendation*: Identify an unambiguous “owner” for each document, with the understanding that submissions for website and Archives will be accepted only from that owner.
- *Status*: Implemented, including assignment of responsibility for those documents whose ownership is not intuitively obvious (e.g., Operating Manual, Bylaws, list of current

Personnel). An Excel spreadsheet entitled, "Document Update Roles," lists owners; the Operating Manual will list documents each role is responsible for creating or updating.

Division of labor for system administration and maintenance:

- *Recommendation:* Specify responsibilities for system administration and maintenance.
- *Status:* Implemented and included in "Document Update Roles" spreadsheet. Key positions: 1) the UMRA webmaster serves as Web Document Coordinator, who manages annual update cycle, collects documents, and uploads documents to the website; 2) the UMRA historian occupies a parallel role vis-à-vis collecting and printing of documents and placing them in the University Archives; 3) the Communication and Outreach Committee, as part of its charge to oversee the website, serves as the Process Owner to assure that document collection and updating occur as intended and to adjust process as needed; 4) the UMRA president serves as the Project Sponsor, who backs Coordinator as needed to assure documents are submitted.

Timeline/frequency for document production/updating:

- *Recommendation:* For each document, specify access (public vs. login required) as well as schedule for creation and updating.
- *Status:* Implemented; information is laid out in the "Document Update Roles" spreadsheet.

Document submission process:

- *Recommendation:* To minimize workload, integrate or coordinate closely the processes for submitting documents for the website and for the U Archives.
- *Status:* This summer there was some confusion about where to send submissions; UMRA's archivist and webmaster will clarify process for next year, including division of responsibility between them. Instructions for annual document submissions will go out in June. For positions that turn over July 1, instructions will clarify that it is the outgoing position occupant who is responsible for the annual document submissions during the summer.

Format for uploaded documents:

- *Recommendation:* Post all documents selected for UMRA website either as PDF files or as web pages.
- *Status:* Implemented. To avoid using documents from people's hard drives, where provenance may be unknown, PDFs on the website will serve as "official" source documents for any future rounds of updating, with the exception of position and committee Toolkits, which will be posted as PDFs but may also be kept by the owner in Word or other format and updated as needed. (Also, newer versions of Microsoft Word can open PDF documents and convert them to Word for editing. Moreover, when needed, the webmaster has offered to help owners to convert documents from PDF to an editable format updating purposes.)

Other

Document format guidelines

- *Recommendation*: Develop Board policy concerning format for drafting documents.
- *Status*: In progress. Task force has proposed standards for Board consideration at its October meeting.

Possible cooperation with University Digital Conservancy

- *Recommendation*: Explore advantages and disadvantages of uploading some of UMRA's historical documents to the University Digital Conservancy (UDC) website, which is part of the University Archives.
- *Status*: Conversations have just begun.

Succession planning for key positions

- *Recommendation*: For selected positions—especially webmaster, newsletter editor, and database manager (but also for committee chairs and other key leaders)—identify individuals who have the relevant skills and interests to possibly assume the role in the future. To the extent possible, provide opportunities for these individuals to learn important details in advance of transitions.
- *Status*: Little progress to date. We hope implementation will begin during the 2020–21 UMRA year.

Recovery of UMRA history

- *Recommendation*: Encourage UMRA members or teams of members to undertake research and writing on UMRA's history. (Currently the sole history covers only the first seven years of the organization's existence.) This might be an appropriate project for a (post-COVID) PDGR proposal. For example, a grant could fund an undergraduate research assistant to scan selected documents in the Archives and arrange them in electronic folders for researchers' use.
- *Status*: Work not yet begun.

Future structure for execution and oversight

- *Recommendation*: Devise a new structure to replace both this task force and the History Committee.
- *Status*: Our task force is still grappling with this and will welcome thoughts from the Board. Here are issues:
 - Should there be a merged committee?
 - Should there be two or more separate working groups (e.g., webmaster and archivist for coordinating document submission process, another group working on UMRA's history)?
 - Should a specific group (e.g., Executive Committee) or a specific person (e.g., a recent past president) be charged with assuring that organizational processes, memory, and continuity are valued and sustained?

Format Guidelines for UMRA Documents

October 2020

Although UMRA has no prescribed document template, documents (including drafts or informal communications) should include most or all of the following information:

- Date (all documents)
- To: Intended audience (not necessarily relevant for all documents, but often essential)
- From: Authorship (makes sense to note for most documents, although there are exceptions such as a revision of the Bylaws)
- Re: Title or subject line (all documents)
- Whether it is in draft or final version
- For minutes, whether “Pending Approval” or “Approved.”
- Other contextual information when needed to make the document meaningful to the uninitiated reader or to a future historian).

A helpful rule of thumb is to ask whether a document would make sense to someone in the future who runs across it in some odd location. If not, add information as needed.

Approved by Board of Directors, [date]

NEWS RELEASE

University of Minnesota joins Global Network of Age-Friendly Universities in Commitment to Lifelong Learning and Older Adults

2020 marks the first year that Minnesota's 65+ population is larger than the 5-17 year-old population. Recognizing this demographic shift and its commitment to lifelong learning and older adults, the University of Minnesota joined the Global Network of Age-Friendly Universities on September 8, 2020. It is the first higher-ed institution in Minnesota to join the global network.

Convened by Dublin City University President Brian MacCraith, the Global Network established 10 principles that help universities meet the research and education needs of an aging society and ensure that older adults are actively engaged in a campus community. Launched by Irish Prime Minister Enda Kenny in 2012, the 10 principles have been adopted by institutions in Ireland, the U.K., the U.S., Canada, and beyond. Participation in the Global Network gives the U of M access to resources and technical assistance to support local age-friendly initiatives.

"The University has a longstanding history of innovative programming for older adults as well as education and research in geriatrics and gerontology," U of M President Joan Gabel wrote in her endorsement letter. "This network will build on this history as our communities continue to grow older and we explore new ways to engage older adults in our campus community."

Facilitated through the School of Public Health's Center for Healthy Aging and Innovation (CHAI), the U of M Age-Friendly initiative will be overseen by a council of representatives from across the campus, including the Advanced Careers initiative, University of Minnesota Alumni Association, Extension, University of Minnesota Foundation, MN Northstar GWEP, Osher Lifelong Learning Institute at U of M, and Retirees Association.

Guiding the network are value statements that include:

- We all benefit from intergenerational approaches and exchanges
- Lifelong learners bring experience and perspective that enrich education
- Diversity, equity, and inclusion are central pillars to all the work we do
- Ageism is a pervasive form of bigotry that must be challenged and eliminated

"Our world is rapidly changing and the University is working to seize opportunities to ensure older adults continue to be an integral part of our campus community and life," says CHAI Associate Director for Education and U of M Age-Friendly facilitator Dr. Rajean Moone.

Information about programs for older adults will be made available to help Minnesotans learn about opportunities at the U of M.

The U of M recently announced two federally funded centers dedicated to the study of aging: The Public Health Center of Excellence in Dementia Caregiving, supported by the CDC and located at the School of Public Health and the Center on the Demography and Economics of Aging at the Life Course Center, funded by the National Institute on Aging.

More information about the initiative can be found at <https://bit.ly/2RCb3AM>.

MEMORANDUM

TO: Frank Cerra, President, UMRA

FROM: Ken Larson, UMRA Representative to the Retirement Subcommittee of the Faculty Senate

RE: October 5, 2020 Retirement Subcommittee Meeting

DATE: October 19, 2020

I attended the October meeting of the Retirement Subcommittee and am submitting this report to you regarding that meeting.

The meeting was the first of the academic year and took place on Zoom. The new chair of the Subcommittee is Myles Shaver, Professor of Strategic Management and Entrepreneurship at the Carlson School of Management. The Retirement Subcommittee is comprised of 7 faculty members, 3 academic and professional members, 2 civil service members, 1 retiree and ex officio representation as specified by vote of the University Senate. I have been designated by UMRA to fill the retiree slot and am in the second year of a three year term.

The meeting began with introductions, followed by a review of the University's retirement plans. The role of the Subcommittee was next discussed and it was made clear that the Subcommittee acts strictly in an advisory capacity. As such, it does not make decisions regarding the University's retirement plans. Neither the Subcommittee as a whole nor the Subcommittee members individually have a fiduciary relationship with the University or with retirement plan participants.

Next, updates were provided by representatives of OHR regarding the transition to the Fidelity platform and the presently offered Retirement Incentive Option (RIO). The transition was deemed to have been a success. The RIO was attracting employees roughly in the anticipated number (364 system-wide as of October 1).

I will be forwarding to you an email from Renee Dempsey of the University Senate Office which includes attachments in relation to these subjects.

The last item of discussion was possible topics for future meetings. The suggestion most relevant to UMRA members is that while the Subcommittee has historically devoted much attention to the design of plans offering a broad range of opportunities for accumulating and investing retirement savings, it had devoted much less attention to the decumulation phase. Beyond that brief mention, no specifics were discussed. UMRA should engage with OHR and the Office of Investments & Banking (Andrew Parks is the contact) regarding this. I would be happy to do so

on behalf of UMRA, but you or others may be better able to engage in a discussion about what UMRA members are interested in and to offer UMRA's assistance. Let me know how I can help.

UMRA Operating Manual 2018–19

August 2020

Introduction

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 in September/October for distribution to the Board and other interested parties and for posting on the UMRA website; additional updates sometimes prove necessary later in the academic year. (See current “UMRA Personnel” document for roster of current position holders.)

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1. Job Descriptions: Officers and Other Key Positions

Member, Board of Directors

- Participates in the eight yearly Board meetings per year (Sept.-Nov. and Jan.-May) and in special meetings or retreats when held; notifies the president when other commitments will prevent attendance.
- Reads Board materials in advance of each meeting and comes prepared to contribute constructively to discussions and decisions.
- Is acquainted with UMRA governance documents including the Bylaws, the Operating Manual, and the Memorandum of Understanding, as well as key policies, and major reports.
- Serves on at least one UMRA committee.

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 or or their non-inperson meetings
- 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.
- Responsible for the Operating Manual and Bylaws during the summer with subsequent review and approval by the executive Committee and Board
- 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 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 newsletter editors to oversee production of the Newsletter. • Appoints committees and their chairs as specified in Article VII of the Bylaws. (In practice, presidents have usually just ratified appointments made by committee chairs.)
- 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.
- At the end of the year (usually in September) sends a report to the Webmaster for posting on the UMRA website and/or for inclusion in UMRA's annual contribution to the U Archives.
-

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 quarterly Treasurer's Reports (covering September-November, December-February, March-May, and June-August) and distributes them to the Board at its September, January, and March meetings and by email in July.
- 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 (Annual Business Renewal, Corporate ID is Q-403).
- In early January, files form 990-N with the IRS at www.irs.gov/eo.
- Renews UMRA's liability insurance annually.
- Prepares quarterly Treasurer's Reports (covering July-September, October-December-January-March, and April-June) and distributes the first of these to the Board by email in July and the remaining three as part of the Board meeting packets for the October, January, and April meetings.
-

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).
- 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 listservs 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.
- Serves on the Membership Committee

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.
- At the end of the year (usually in September) a report to the Webmaster for posting on the UMRA website and/or for inclusion in UMRA's annual contribution to the U Archives.

News Editor

Responsible for coordinating the gathering, writing, and editing of engaging content for UMRA's print/PDF newsletter—eight issues published September through May—website, and e-news; and any editing required for the posting of additional news content on the website during the remaining four months of the year (December, June, July, August). Directs the work of the paid Production Editor and coordinates a volunteer editorial team that currently includes a content editor, photographer, and proofreader, all members of UMRA. The Coordinating Editor:

- Attends UMRA Board meetings to keep abreast of the organization's plans and priorities.
- Works in consultation with the president and committees to see that the eight newsletter issues per year meet annual communication goals and initiatives.
- Establishes editorial calendar for the program year.

- Establishes monthly deadlines, word counts, and other parameters for articles.
- Communicates with regular contributors as well as people designated to write specific articles and provide photos, ensuring timely submission for meeting production deadlines.
- Edits articles for clarity and length and, when substantive editing is necessary, confers with writers for approval of altered text.
- Writes headlines for print publication, website, and e-news and may write or edit short announcements, fillers, photo captions, and articles provided by UMRA sources.
- Prepares content formatted for three platforms (print, website, e-news) for the Production Editor.
- Provides instructions to Production Editor for placement and prioritizing of articles in the print/PDF and e-news and on the website
- Proofreads the layouts for the print/PDF, website, and e-news
- Collaborates with UMRA's webmaster on the editing and posting of time-sensitive articles on the UMRA website during UMRA's four "non" program months
- Supports the treasurer's efforts to secure sponsors for the newsletter
- Works with UMRA leadership, including (as a member of) the Communications and Outreach Committee, to develop new ideas for raising the visibility of UMRA and making it a recognizable and respected organization within the University community
- Coordinates workshop and forum meetings when an alternative format is used, e.g. Zoom
- At the end of the year (usually in September) sends xxx to the Webmaster for posting on the UMRA website and/or for inclusion in UMRA's annual contribution to the U Archives.

Newsletter Production Editor

Working under the direction of the Coordinating Editor, the Production Editor, a paid freelancer and not necessarily a member of UMRA, produces and manages the printing of the print/PDF newsletter, posts the articles to various website pages, and creates and sends the E-News with articles linked to the website. The Production Editor:

- Uses the content provided by the Coordinating Editor to design and publish the print/PDF newsletter, post articles on the website, and create the E-news.
- Works with Printing Services to manage the printing of the Newsletter
- 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 website communications.
- 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.
- 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 to have the newsletter mailed.
- Sends an extra newsletter to the UMRA History Committee (to be included in UMRA's annual contribution to the University Archives.)

Committee Chairs

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

- Convenes committee as often as needed for smooth functioning.
- Submits annually at least one Newsletter article on committee activities.
- Gives oral or written reports at Board meetings when appropriate.
- Keeps President abreast of significant developments between Board meetings.
- At end of year (and no later than the September Board meeting) submits significant committee documents (*in hard copy*) to History Committee for inclusion in the annual UMRA contribution to the University Archives.

Representatives and Liaisons

Notes :

- In UMRA parlance, representatives to another organization, committee, or board have voting rights; liaisons do not.
- Representatives to University Senate committees are technically appointed by the University Committee on Committees (on recommendation of the UMRA president).

Job description _____ :

- Participates in the partner board or committee (representative) or serves as UMRA's main point of contact with the partner body (liaison) of that body with UMRA, and raises retiree perspectives when appropriate.
- Attends all meetings of the partner body (representative) or at least those meetings whose agenda appear to include items of inherent relevance to retirees (liaison).
- Brings UMRA/retiree concerns to the attention of the partner body.
- Reports to the UMRA Board as needed, in writing and/or orally, on relevant issues and actions.
- 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. This generally is limited to materials generated by the representative or liaison and need not include materials generated by the partner organization or committee, which is responsible for documenting its own history.

Lists of current relationships:

- UMRA sends representatives to: Senate Committee on Faculty Affairs (SCFA), Senate Subcommittee on Retirement Plans, Health Care Benefits Advisory Committee (2 representatives), University Retirees Volunteer Center Board of Directors, Civil Service Senate, Campus Club Board of Directors
- UMRA sends liaisons to: Board of Regents, Alumni Association, P&A Senate
- UMRA receives liaisons from: Provost's office (currently 2 liaisons), University Retirees Volunteer Center (currently one liaison)

2. Committee Descriptions

Executive

- Members: Elected officers of UMRA: president (chairs the committee), president-elect, immediate past president, secretary, 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.
- Reports actions taken to the UMRA Board

Program

- Members: 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.
- 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. A workshop subcommittee, which may include non-committee members but whose membership must overlap at least some, spearheads programming for the workshops.

Communications and Outreach

- Major functions: The committee's central mission is to raise UMRA's visibility and to make UMRA a recognizable and respected organization within the University community. The committee oversees the Newsletter's editorial team and the website team; solicits and creates articles about the activities of UMRA members; helps place UMRA-related information on websites and in electronic publications of other U of M units; supports the Membership Committee in its development and dissemination of the UMRA brochure and in its work with the U of M Office of Human Resources to promote UMRA to prospective retirees; works with collegiate Resource Responsibility Centers to distribute UMRA information in collegiate publications; and fosters interaction with U of M organizations such as OLLI, URVC, UMAA, and the U of M Foundation to encourage mention of UMRA in their print and electronic literature.

Membership

- 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; to administer the discount program, including annual renewal/negotiation of discounts; to administer the discount program, including annual renewal/negotiation of discounts.

Luncheon

- 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”

- 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). A funding subcommittee seeks to assure that the necessary resources for the grants continue to be secured.
- Manages the UMF account with the University Vice President for Research. Heads up the unndraising activity when such activity is undertaken.

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. Unlike the other UMRA committees, this committee has little or no continuity in membership from one year to the next.
- 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.

Journal of Opinions, Ideas, and Essays (JOIE)

- 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 (in about September and April) concerning JOIE activities and progress.

Council of Past Presidents

- Members: Open to all living past presidents of UMRA. The council is normally chaired by the immediate past president.

- Major Function: To be advisory to the President and the current Board of Directors upon request. In 2017–18, for example, the Council spearheaded the development of UMRA’s relationship with the University in light of the Memorandum of Understanding signed in March/April 2017.

Social Activities

- Major Function: To develop 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. (Approval requirements for new activities are tiered: Board must approve new offerings that would require UMRA expenditures, UMRA-arranged transportation, or overnight travel, as well as for new affinity groups; Executive Committee must approve other activities organized by UMRA; and the committee has free rein to piggyback on events offered by another organization.)

UMRA History

- 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.

UMRA Continuity Committee

Jerry and Chip have added this description

UMRA Cares

- 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: A joint project of UMRA and the Center on Aging initiated in 2016–17, the Care Guides program is currently under review.
- Workshop planning: A subcommittee of the Cares Committee recommends workshop proposals related to the theme of “Living Well” 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. 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. Special Interest Groups

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

- Each group defines its own focus, activities, and leadership.
- The Social Activities Committee or any UMRA member may propose a new group.
- The Executive Committee and then the Board review new proposals.
- Upon Board approval, a group 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 group.
- Approval of a special interest group 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 January 2018, UMRA has three special interest groups:

- Book Club
- Photo Club
- Financial and Legal Issues Group

**Ad Hoc UMRA Zoom Finance Meeting
10/7/20**

Attendance: Bill Donohue, Jan Morlock, Virgil Larson, John Anderson, Ron Matross, Kris Mortenson, Frank Cerra

Context: OIT will start charging for Zoom support for the three monthly events in December 2020. The monthly charge for the three events is about \$1200 with a cumulative cost through May 2021 of about \$6000.

Recommendations:

1. Support the three main monthly events: UMRA AM, UMRA Forum, Workshop; other events would need to support themselves or appeal to the UMRA EC/Board for support
2. Continue the development of the Zoom Special Interest Group. Advice was provided to Virgil for his consideration: identify those interested in supporting UMRA Zoom functions; provide training; work out responsibility and accountability processes for supporting UMRA Zoom functions; phase in experience in supporting UMRA Zoom functions
3. UMRA has resources to pay for the three monthly events through May 2021. As the volunteers increase in expertise, phase them in to support the Zoom events.
4. Move ahead with a voluntary contribution request to the UMRA membership of \$20.00 to support the Zoom costs and phase in the Zoom trained volunteer support; Virgil will work out the logistics for the contributions
5. Consider an increase in annual dues later in the year

October 19, 2020

TO: UMRA Executive Committee

FROM: Jan Morlock

For Your Consideration: Approval process for member-initiated programs or activities

The UMRA board gave me an assignment to consider questions about what kind of approval process may be in order for new activities or programs that are initiated by members in the name of UMRA, and to bring back recommendations. Included in the board's direction was to keep any approval process simple. I gathered initial ideas and shared them for comment with members of the UMRA Program Committee; chairs of the Social Activities Committee, the Communications Committee, and the Membership Committee; UMRA's web master; UMRA's News Editor; and with three members who have recently launched new activities or programs on behalf of UMRA. In addition to one-on-one conversations, I received written comments from seven members, with suggestions that have been incorporated into what I am presenting today.

Context. In the spirit of maintaining a vibrant organization, the board encourages members to engage creatively with each other and with UMRA. Examples of recent new member-initiated activities are a zoom meeting on capturing and sharing family history, organized by Lynn Anderson and Craig Swan, and a Zoom users and learners interest group, organized by Virgil Larson. Members who come forward to invest time and energy in organizing a new activity or program want to have a clear process for how it may be authorized or supported by UMRA.

Other benefits of an approval process: To ensure the board is informed about the diverse programs and activities of UMRA; to enable coordination for scheduling events; to effectively use the branding and communication resources of UMRA; to share engagement opportunities with members.

What activities are included in this proposal: Potential new interest groups, proposed new recurring activities, and "pop up" programs or activities that are to be associated with UMRA and/or be promoted in UMRA's newsletter or website. This is not intended to cover ad hoc and informal events or activities organized by members that are not promoted as being associated with UMRA.

Recommended guidelines for new activities or programs:

Proposed programs and activities should:

be consistent with the purpose and mission of UMRA (see below);

avoid real or perceived conflicts of interest;

avoid partisan politics or religious affiliation.

The UMRA board may deauthorize programs or interest groups that are inactive or found to be inconsistent with the mission or well-being of the organization.

A recommended process:

- A member submits a brief proposal (see below) to the chair of the Program Committee, who promptly shares it for any comment with the members of the Program Committee including the leader of the workshop planning group; the chairs of the Social Activities and Communications Committees; and the UMRA News Editor.

- The chair of the Program Committee presents the proposal with recommendation to the Executive Committee. The Executive Committee may review and authorize proposals that do not trigger financial commitment or potential liability concerns for the organization. The Executive Committee will report to the board on any new activities or programs.
- Proposals that trigger financial commitment or potential liability concerns for the organization will be forwarded to the UMRA Board of Directors for consideration. (This is consistent with the existing policy from 2017.)

To propose a new activity or program: send an email to the chair of the UMRA Program Committee with the following information:

- Name and nature of the event/activity/group;
- Name and contact information for proposer and names of any other people or organizations involved;
- Expected duration (one-time, recurring);
- How it will be promoted;
- Potential conflicts of interest, how they will be managed;
- Financial support to be requested from UMRA, if any.

From the UMRA mission statement as expressed on the “About Us” page of the website:

“The mission of this association shall be to promote, protect, support and advocate for the interests, rights, needs and welfare of persons who retire from the University of Minnesota.

More specifically, UMRA Goals are:

- *To help retirees successfully deal with the retirement process, both during their retirement year and into their retirement years.*
- *To provide all retirees broad intellectual stimulation as well as social and recreational services;*
- *To oversee and assist in the ongoing provision of benefits affecting the health and wellness of retirees...*

UMRA needs organizational volunteers to keep the retirees association growing and meeting its members’ needs. We are especially interested in involving those who have joined UMRA in recent years and may be able to offer new perspectives to established committees. Your ideas and your energy can contribute in many ways to the organization.”

Thu, Sep 3, 4:38 PM (14 hours ago)

Lynn Praska

to me, William

Hello! Bill had requested the updated UMRA campaign numbers last month but I couldn't have them ready as quickly as he needed them. I did go ahead and request them anyway, and will have them soon. Thus, Tracy Ketchem and I are wondering if we could have 15 minutes or so at a board meeting to present them this fall? It would be a shorter presentation than we've done in the past - unless the board has a lot of questions...

Hope you are both doing well!

Lynn

Lynn Praska

Senior Planned Giving Officer

UNIVERSITY OF MINNESOTA FOUNDATION

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**cerra001 University of
Minnesota**

7:30 AM (0 minutes ago)

to Lynn, William

The meeting will be on 27 October at 12 Noon. I will put you early in the agenda

Frank