

University of Minnesota Retiree Association

Board of Directors

August 28, 2019

Office of General Counsel

1:00-3:00pm

I. Introductions

2. Approval of Minutes from May meeting

3. Financial Report Carl Adams

4. Status of our program for 2019-20

Forums

Workshops

Appointments to Committees

5. Ideas for 2019-20

**--Holiday Party in December—Should we do it? Where? Format? Cost?
Volunteers or Program committee?**

--Coffee Meetings with 4 new regents. Format? Topics?

--Should we propose any change in our relationship to the U with a new president? Administrative support? Scheduled meeting with provost and liaison? Redo our memorandum? What changes? Regent Policy on Retirees?

--Sponsorships. Report from Bev Moe. Do we want to expand outside the U? Allow tables for sponsors at our meetings? Increase the price?

--Membership. Report from Virgil Larson. A discussion of ways to increase membership

--Other topics for UMRA to consider-long and short term

5. Chip Peterson and Jerry Rinehart discussion of Organizational Documentation and memory.

6. Discussion of Big Ten Retiree Conference at University of Illinois(if there is time) Kris Mortenson and Bill Donohue

Our meeting will end at 3 pm or so and we will then walk over to the in construction Health Sciences Education Center for a hard hat tour that has been arranged by Mary Koppel



Preserving UMRA's Organizational Documentation and Memory

Notes and follow up regarding a meeting of Jerry Rinehart and Chip Peterson, 7/8/19

A few issues we identified:

- A version of the UMRA Board has been meeting since 1976. We currently do not have an efficient means of identifying and/or accessing the Board's policy decisions. Related Issues:
 - Going backward:
 - How comprehensive [aggressive] should we be in trying to collect previous policy decisions and materials (e.g. from members' personal files/hard drives? from the U Archives?)
 - Going forward:
 - Where (in addition to monthly Board minutes) should policy decisions be kept? (What has happened to relevant technology since we retired? Are servers still used? Etc.)
 - In what format(s), and in what location(s), should we preserve electronic documents?
 - Who should have access to them?
 - If we develop a comprehensive digital storage system, should we still continue putting hard copies in the U Archives as well?
- Officers and Committee Chairs have institutional knowledge and memory that could be lost without some effort to efficiently capture this information. Related ideas:
 - Should we institute a system of "Understudies" for key positions?
 - For key positions should we develop "Crib sheets" containing key organizational issues, responsibility, deadlines, how-to tips, etc.?

A couple of bare-bones proposals:

- At the very least, UMRA should put policies on website, initially as simply another subsection within the UMRA Governance section; they could eventually be grouped into categories if numbers become unwieldy.
- We need some guidelines for developing documents (e.g., always include a date, authorship, at whom aimed).

Next step/decisions:

- Subsequent to this Jerry will take a look at the UMRA section in the U Archives to see what's there and how it's organized. ***[See attached file with initial findings and comments.]***
- We will report on this meeting to Bill Donohue and suggest that he appoint a task force, or authorize us to do so, to dig more deeply into the issues and propose a plan.

Possible charge to a task force on maintaining continuity and organizational memory in UMRA:

An all-volunteer organization like UMRA faces particularly severe challenges concerning continuity and organizational memory. The proposed task force will deal with questions such as the following:

- How do we keep easily accessible records of policies passed by the UMRA board?
- Where, in what format, and dating back how far should digital records be kept?
- How can continuity be assured in key positions, particularly officers and committee chairs (e.g., through apprenticeships and/or more systematic written documentation)?

UMRA Board of Directors Minutes

May 21, 2019 1:00-2:30

Campus Club Room 411

Board Members Present: L. Anderson, V. Cardwell, F. Cerra, W. Craig, W. Donohue, C. Gierke, J. Grimes, C. Hamilton, J. Markell, C. Parliament, C. Peterson, R. Poppele, G. Rinehart, KM Terry, G. Williams

Additional Attendees: J. Anderson, J. Kinsey, K. Mortensen,

Board Members Absent: C. Adams, K. O'Brien V. Larson, T. Roe

1. Announcements/additions to agenda: Rinehart announced that UMRA member Vandora Gynneath Linck passed away on May 7. Memorial service will be held on June 10. A suggestion was made to ask the CARES committee if they could send out an email to UMRA members with link to obituaries of UMRA members.
2. Review/Approval of April minutes (Attachment 2): Approved
3. Announcements/ updates
 - a. Volunteer Activity Survey: Rinehart announced that we have 420 responses to the survey thus far.
 - b. Other? Donohue said that he had attended a CLA faculty retirement event for 12 retiring CLA faculty, 3 attended with family members. Donohue shared UMRA info and the Fact Sheet will be sent to all retirees.
4. Committee and Liaison reports
 - a. Communication Committee report -continued (Attachment 3): Kinsey reviewed the "Late Breaking News" memo. She noted that we need a sponsorship coordinator. Donohue has asked Bev Moe to serve in this capacity and he will let us know what she says. The Board agreed that the communications committee should go ahead with ordering a tabletop runner and also getting the new letterhead designed and available on our website. We will use up the current newsletter copies (approximately 2,000) before redesigning the newsletter header. K. Mortensen handed out the new UMRA business cards for board members to have available to share with potentially interested retirees. She also showed us a print of the new roll-up banner that will be ready by May 31. Gierke talked about the status of the Salon and encouraged board members to submit items and comment. Kinsey thanked Mortensen and Gierke for all of their fabulous work.
 - b. SCFA and Board of Regents Liaison – (Attachment 4): See T. Roe's report. We will check with John Adams who was in this role previously about history and examples of possible engagement.
 - c. Social Activities and Outreach – C. Hamilton: Hamilton gave us an update on attendance at recent Twins game (17 attended), 29 are scheduled to attend the Jazz and Wine event but not tables available for all, planning a July 25 Bee Lab and Raptor Center visit.
 - d. Road Scholars Program – Cheri Hamilton: Hamilton noted that there are 17 UMRA members who have indicated an interest in serving on a

- travel committee to decide if there should be a survey of members regarding possible destinations, cost, timeframe, duration.
- e. Program Committee – B. Donohue: Programs are set through January 2020 with a possible December program added (either the new President or a Holiday gathering). KM Terry suggested that whenever the new President speaks with us we might ask KARE 11 or the U of M Daily to cover the event—if the new President agrees.
 - f. Senate Subcommittee on Retirement - B. Donohue, C. Adams (Attachment 5): HR will offer information sessions this fall in anticipation of April 2020 changes.
 - g. History/Archives – Gloria Williams: Williams reminded all board members to turn in their reports with attachments to her this summer for archival purposes. She asked us not to put the reports in binder and to make sure the reports are accurate, properly formatted, and include all attachments. Reports are needed from all committee chairs, the treasurer, and the secretary.
 - h. Membership – J. Anderson, V. Larsen: Rinehart noted that we have 596 members as of the last report, an increase over past membership. See latest reports from Larsen.
 - i. Other liaison/committee updates: C. Peterson suggested that we review and possibly revise our mission statement. Rinehart noted that both mission statements (shorter and longer versions) can be used as needed by board members and committees.
5. UM Tax Office meeting and UMRA Sponsorship Policy Statement (Attachment 6): Donohue briefly commented on the document that Rinehart authored. Mortensen has developed a sponsorship information sheet for potential sponsors.
6. Final Comments and Looking Forward – J. Rinehart, B. Donohue: Rinehart expressed his appreciation for everyone’s efforts and accomplishments this year (see attachment 7 with details). Donohue thanked Rinehart for all of his leadership and accomplishments. Donohue looked ahead to the coming year and mentioned the possibility of breakfast meetings with the new Regents and a possible December meeting/celebration.

UMRA FORUMS AND WORKSHOPS 2019-2020

DATE	FORUM		WORKSHOP	
	Time and Place	Topic	Time and Place	Topic
Tuesday September 24, 2019	11:30-1:00 Campus Club West Wing	Presentation at noon by UMRA Research Grant Recipients (Dick Popelle)	1:30-2:30 Campus Club Shepard Room	Educational Opportunities for Retirees at the U of MN (Ron Matross)
Tuesday October 22, 2019	11:30-1:00 Campus Club West Wing	Presentation at noon by Dr. Douglas Yee, Director of U of MN Cancer Center (Frank Cerra)	1:30-2:30 Campus Club Shepard Room	Annual Health Care Benefits presentation by KenHorstman, U of MN Human Resources
Tuesday November 19, 2019	11:30-1:00 Campus Club West Wing	Speech at noon U of MN President Joan Gabel	1:30-2:30 Campus Club Shepard Room	Models for Successful Aging by Professor Joe Gaugler.
Tuesday January 28, 2020	11:30-1:00 Campus Club West Wing	Presentation at noon by John Suzukida, VP Trane Company. Internment in American Concentration Camps during WW II	1:30- 2:30 Campus Club Shephard Room	Strategies for Dealing with Hearing Loss Professor Peggy Nelson
Tuesday February 25, 2020	11:30-1:00 Campus Club West Wing	Speaker not yet selected	1:30- 2:30 Campus Club Shephard Room	Senior Housing and Long Term Care Options . Panelled by Ron Anderson
Tuesday March 24, 2020	11:30 – 1:00 Campus Club West Wing	Speaker not yet selected	1:30- 2:30 Campus Club Shephard Room	To be Determined
Tuesday April 28, 2020	11:30 – 1:00 Campus Club	Speaker not yet selected	1:30- 2:30 Campus Club	Memory and Memoir Writing Professor Madelon Sprenghalter

	West Wing		Shephard Room	
Tuesday May 19, 2029	11:30 – 1:00 Campus Club West Wing	Speaker not yet selected	1:30- 2:30 Campus Club Shephard Room	