

UMRA

Board of Directors Meeting

Tuesday September 24, 2019

411 Campus Club

9 am to 10:30

1. Introductions
2. Financial Report Carl Adams
3. Approval of Minutes of August 28, 2019 meeting
4. Discussion of Organizational documentation and memory Jerry Rinehart
5. Review and Discussion of Survey Results Ron Matross
6. Update and Discussion of Holiday Event Frank Cerra
7. Discussion and approval of definition of "Retiree" interpreting our bylaws Bill Donohue
8. Discussion of contracts for editing and production of newsletters and web items and consideration of an honorarium for another Bill Donohue

Retired in Service: A Survey of the Volunteer Activities of UMRA Members

Ron Matross
September, 2019

Methodology

- **An informal internet survey**
- **Sent to 613 on UMRA mailing list and 475 on URVC list**
- **Respondents were not identifiable, and follow-up was not individualized.**
- **Responses received from 218 UMRA members (36% of the list) and 173 URVC (38% of the list) members with overlap between the two groups**
- **Only UMRA data discussed here**

Extent of UMRA Volunteering

% Volunteering	77.5%
% Volunteering at U of M	41.7%
% Volunteering in the Community	68.3%
<i>Comparison: % of Adults in Twin Cities Volunteering</i>	<i>46.3%</i>
Average Annual Hours at U of M	78.5
Average Annual Hours in Community	120.0
Average Annual Total Volunteer Hours	198.5

Estimated Value of UMRA Volunteering

Estimated annual hours volunteered at the University by UMRA members	20,066
Estimated value of University hours (@ \$28.15 per hour)	\$564,865
Estimated annual hours volunteered in the community	50, 241
Estimated value of community hours	\$1,414,298
Estimated total hours volunteered	70,308
Estimated value of all volunteer hours	\$1,979,163

University Volunteers' Activities

Served UMRA or URVC	39.6%
Advised/mentored students	39.6%
Been a subject in a U research project	22.0%
Conducted research	19.8%
Served on a campus committee or board	15.4%
Assisted with campus events or outreach	14.3%
Been a guest speaker/presenter in a course	12.1%
Taught a course	11.0%

Perceived Benefits of U of M Volunteering

	To a great extent	To a moderate extent	To a small extent	Not at all
Volunteering at U was intellectually engaging	52.7%	33.0%	12.1%	1.1%
Used previously developed skills	42.9%	30.8%	14.3%	11.0%

Community Volunteers' Reasons for Volunteering

Percentage rating reason as “very important”	
Make a difference	66.4%
Give back	58.4%
Help people in need	56.4%
Use your skills	43.6%
Find purpose	43.0%
Connect with other people	40.9%
Have fun	26.2%
Feel better about yourself	24.2%

Non-volunteers' Reasons for not Volunteering

<i>Includes both UMRA and URVC responses</i>	
Busy with other activities	48.0%
Health-related issues	30.7%
Caretaking of family members	29.3%
Transportation/mobility issues	14.7%
Scheduling issues	13.3%
Not enough information about opportunities	10.7%
Taking a rest from volunteering	10.7%
Didn't fit well with a volunteering assignment	5.3%

Suggested Ways to Aid Volunteerism

- **More opportunities for those with physical limitations, including more ways to volunteer while sitting, working at home, and in places closer to home, with better transportation**
- **Better publicity of the URVC and volunteer opportunities**
- **Better matching and utilization of retiree's skills**
- **Making University departments more aware of the possibility of utilizing retiree volunteers**

**UMRA Board of Directors Minutes
University of Minnesota Retiree Association**

August 28, 2019, 1-3 p.m.

Office of General Counsel

Board Members Present: C. Adams, L. Anderson, V. Cardwell, F. Cerra, W. Donohue, C. Hamilton, E. Hockert, V. Larson, J. Markell, B. Moe, J. Morlock, C. Peterson, D. Peterson, G. Rinehart, T. Roe, G. Williams
Additional Attendees: J. Anderson, J. Kinsey, K. Mortensen
Board Members Absent: W. Craig, C. Gierke, K. O'Brien, C. Parliament, R. Poppele, KM Terry

I. Introductions Members gave their names, U of M affiliation, and an interesting fact about themselves.

2. Minutes from May 2019 Board meeting and Annual meeting approved

3A. Financial Report Carl Adams: Adams will submit a written report to us. As of the end of July, we have a \$7,100 balance. Our revenue for 18-19 was \$39,000 and our expenses were \$41,000 but some expenses were moved around. We have a \$10,000 11-month certificate earning 2%. The \$23 lunch fee seems right.

3B. D. Peterson shared information about Earl Nolting and Judy Leahy Grimes, two UMRA members who have had a reoccurrence of cancer and are in treatment. She brought along cards that were circulated and signed.

4. Status of our program for 2019-20

Forums: Donohue reviewed the document that lists our Forums and Workshops for 2019-2020. He will re-do the consent form in hopes of getting more presenters to agree to be recorded and allow us to publish their presentations.

Workshops: The Benefits workshop will be 2 hours long and include all 3 vendors. C. Peterson suggested offering a workshop on the change from Securian to Thrivent as record holders. Donohue said that HR will offer info sessions in the Fall and that the change is to occur in the spring. Hamilton would like to offer a travel workshop in spring regarding

the proposed Portugal trip. She will talk with R. Matross to schedule. C. Peterson will send the checklist document for programs to Rinehart, Donohue, and Mortensen.

Appointments to Committees: Donohue said his intent is to reappoint all chairs to lead their committees. He will ask Committee Chairs to check with their members to see if everyone wishes to continue to serve on the committees. Chairs are to inform Donohue of any changes in committee membership. Rinehart noted that all information about the committees is on the website and that Mortensen and Gierke can update as needed.

5. Ideas for 2019-20

--Holiday Party in December—Should we do it? Where? Format? Cost? Volunteers or Program committee? Cerra will chair this committee and Rinehart will assist with finding musicians. It was discussed, moved (Adams), and seconded (Morlock) that UMRA would pay \$450 for room rental (likely the West Wing of the Campus Club) and members would pay a fee (TBD, perhaps \$15) to attend. We agreed that the event would be on a weekday. Ideas about possible fun content (music, raffle, door prizes) were shared.

--Coffee Meetings with 4 new regents. Format? Topics? Donohue wants UMRA to be better and more broadly recognized and to enhance connections to the U. He has reserved the Foundation Room to have coffee with each of the new Regents. The proposed dates/times are September 11, 12:30-2; October 9, 3-4:30; November 12, 9-10:30; December 11, 9-10:30. Adams hopes this will be a chance for us to get to know the Regents better and be able to advocate. Hockert and Adams have been talking with department heads at the U about the role that UMRA members do and could play. We can assist with grassroots efforts and can advocate. Cerra worries about us advocating for specific departmental interests and instead sees us as able to de-politicise some of the interactions. D. Peterson would like to stay focused on the Regents and have them see us as resources, understand our role within the system. D. Peterson sees us staying informed about University projects and resources and writing letters to the editors. Adams would like us to avoid advocating for any particular project or person but rather provide background and context and help raise the

visibility of UMRA. Mortensen suggested that at the meetings with the Regents everyone introduce themselves to underscore the human capital and wisdom that UMRA offers. D. Peterson emphasized that we need to develop our talking points for the meeting to help educate the new Regents. Roe urged that we share a non-controversial write-up about UMRA with the new Regents, provide them with the questions we will ask in advance, and know that they will ask us questions, too. D. Peterson and Donohue will work on preparing for the meetings with the Regents. Donohue welcomes us to send him the questions we would like to ask the new Regents in advance of the meetings. He suggested that we could meet with the other Regents if these 4 meetings go well. The leadership of the Regents is aware that we are scheduling these 4 meetings with the new Regents. Mortensen said that the email regarding the September 11th meeting needs to go out ASAP.

--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? Hockert wondered if other retiree organizations have similar MOUs with their universities. Kinsey thought it best not to attempt to change the MOU at this time—"don't break it"—and that it would be better to wait and see the implications with a new President and 4 new Regents. Markell suggested we wait to consider any changes until we hear the new President speak and meet with the Regents. Adams noted that our MOU is a working relationship document with the administration and that a policy document with the Regents is very different. Cerra noted that there is a September 12 meeting between UMRA and UMAA members to discuss our roles and possible collaborations. Rinehart asked Hockert, given his role as interim Volunteer chair, to consider how we might connect in more beneficial ways. Any changes in the MOU and/or a new regents policy will be deferred for discussion by the Board until after the president's regents presentation and after completion of meetings with the new regents.

--Sponsorships. Report from Moe. Do we want to expand outside the U? Allow tables for sponsors at our meetings? Increase the price? See report from Moe. Our thanks to Moe for doubling the income from sponsorships. Yes, we would like to expand sponsorships outside the U within limits. Adams noted that there must be a benefit to members of the

sponsorship and not be just “sales” and that we need to be sensitive to what the U and tax laws will allow. The Communications Committee with Adams and Moe will draft a sponsorship policy for consideration by the Board.

--Membership. Report from Larson. A discussion of ways to increase membership. Larson went over the membership report he had prepared. We currently have 640 members. 576 recent U of M retirees received letters from HR informing them about UMRA. We still cannot get contact info from HR so cannot contact recent (or longer-term) retirees directly. We will ask HR to send another letter to recent retirees. Morlock asked how we compare to other Big Ten retiree organizations—someone will need to check on that.

--Other topics for UMRA to consider-long and short term.
Postponed to next meeting.

5. Chip Peterson and Jerry Rinehart discussion of Organizational Documentation and memory. Postponed to next meeting.

6. Discussion of Big Ten Retiree Conference at University of Illinois, Kris Mortensen and Bill Donohue. Postponed to next meeting

The meeting ended at 3:07 p.m. so members could walk over to the “under construction” Health Sciences Education Center for a hard hat tour that was arranged by Mary Koppel.

UMRA Policy on Membership

Membership requirements for the University of Minnesota Retiree's Association are set forth in Bylaws Article III which provides in relevant part as follows:

Any person who is a retiree from the University of Minnesota (faculty, P&A, Civil Service and bargaining unit), his or her spouse, or the spouse of a deceased retired person, may become a member of the Association upon payment of annual dues. Exceptions may be made by the Board of Directors.

In order to clarify this Bylaw provision, the Board of Directors adopts the following:

1. The term spouse shall include partners.
2. Any person is considered a retiree from the University if they were employed by the University at the time of retirement or served for 5 years in any position of the University and desires to be a member even if their last position was somewhere other than the University.
3. Any person in a phased retirement agreement from the University shall be considered a retiree during the term of their agreement.
4. The Board shall continue to make appropriate exceptions where it determines that membership is in the best interests of the Association. A record shall be kept of all exceptions granted.

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)?