

Agenda
UMRA Board
October, 2022

1. Approval of September minutes
2. Review of September financial reports
3. Report of Committee on UMRA/URVC bylaw reconciliation
4. All-member social activities—how many and when
5. Report of the Venue Committee
6. Discussion of Forum attendance, possible alternatives, and member survey

Upcoming Meetings Fourth Monday of each month, Zoom from 1-3 p.m.

- Nov.29
- No meeting in December
- January 23
- February 27
- March 27
- April 24
- May 22

UMRA Board of Directors Meeting (Zoom)
Monday, September 26, 2022
1:00 p.m.
Draft Minutes

In attendance (virtual): Frank Cerra, Bill Donohue, Kristy Frost-Griep, Cathy Lee Gierke, Cherie Hamilton, Eric Hockert, Russell Luepker, Kate Maple, Ron Matross, Jan McCulloch, Jan Morlock, Kris Mortensen, Jerry Rinehart, Barb Shiels, Julie Sweitzer, Cathrine Wambach, Diane Young

Regrets: John Bantle, Will Craig, Laurie Koch

Ron Matross opened the meeting at 1:00 p.m. and asked participants to introduce themselves as part of welcoming new members Kate Maple and Russell Luepker. He then asked if there were any changes to the agenda, and there were none. Julie presented the May minutes and noted she will send the draft minutes out to attendees as soon as they are ready. Jerry moved approval of the May minutes, Frank seconded, and all voted in favor.

Budget: Kristy said that Greg Hestness had provided a clean transition and did a great job. She has different format preferences and explained the proposed budget and current financial status. UMRA has about \$10,000 in a savings certificate, reflecting about one-fourth of annual expenses, which is a reasonable reserve. In addition, UMRA ended the year with an additional \$10,000 in its checking and savings accounts.

Moving to the budget, revenues include luncheons with an estimated 80 attendees each. Membership dues are anticipated to be slightly higher based on John Anderson's modeling using a renewal rate of 85%. The summer social is a breakeven event, and sponsorships remain constant. Expenses for luncheons include food, beverages, room, AV, tax and services. The Host committee has expenses for events, and the miscellaneous/special honorarium category is larger due to a late invoice from the annual meeting for tech services.

Cherie asked about funding for attending AROHE conferences, which had been in the budget several years ago. She will be attending an AROHE board meeting in Arizona and will check to see if AROHE covers those expenses. There may be an in-person conference in 2024. Ron asked for research on the history of funding AROHE expenses, and this topic will return for discussion.

BTRA: Since the budget includes \$2,000 to be reserved for hosting the 2026 Big Ten Retiree Associations (BTRA) conference, Ron asked Jan Morlock to give a summary. Jan noted that 2026 is also UMRA's 50th anniversary and UMN's 175th. Based on information regarding the last two in-person conferences at Penn State and the University of Illinois (we do not have a budget yet for the August 2022 conference at Northwestern), the conference fees of approximately \$200 do not cover expenses for an event of 30 plus people. The gap is \$8-10,000, which will likely be filled in part with sponsorships as well as an UMRA contribution. Bill noted he went to both of those conferences and recommended we approach the provost for \$4-5,000, as well as an administrative assistant to work on the conference. We should do this early in 2023. Ron

agreed that we should form a planning committee in early 2023. Jan said Northwestern was well organized, and Julie noted they used paid staff for that purpose. Jerry thought UMN should be happy to recognize the whole Big 10 being represented on campus during the UMN anniversary, and shared staff would help navigate space and schedule conflicts. Kris noted the UMN Foundation has skilled events staff. Ron said he would solicit planning committee members after the first of the year.

Budget/Financial Statement: Returning to the budget, Frank said he had an innate aversion to deficit budgets. Kristy said we would take it out of savings in the worst case, if revenues are not sufficient. Frank wants that noted in the document. Julie noted that we could reconsider subsidies of luncheons for next year and asked that we consider host committee expenses as part of the total luncheon costs. Jerry suggested we move or designate the \$2,000 from savings in advance. Frank said a special assessment was an option, but Bill thought it was way too early for that. He also prefers a net zero budget after recognizing the transfer out of savings. Kristy made adjustments to the budget as the discussion progressed. Frank moved approval of the final version, Bill seconded, and all voted in favor.

Kristy then presented the new financial monthly report template. It will include columns for the approved budget, monthly expenses, and year to date totals. She will use explanatory notes.

Campus Club: Frank said that as liaison to the Campus Club he attends the club board meetings. In short, the provost has stated the UMN subsidy will stop at the end of November. The subsidy of roughly \$400,000 basically covers rent for the space. Some other entities in the building do get a deal on rent. The new food service contractor has been asked for a proposal to take over the space but no response yet. Bill asked if that means the Campus Club could shut down operations in December, and Frank said yes. The club presented a plan which would eliminate the subsidy over 3 years but it was rejected by the provost. There is a board meeting this Wednesday (September 28) which will consider severance packages, in part to hold staff through November. Jan asked if UMRA's November meeting was at risk, and Frank said no, since the provost committed support through November. Campus Club has adequate cash reserves, but staff departures could affect operations. Diane asked if the Foundation had been contacted, since development offices use the club frequently. Frank said yes, several times.

The discussion moved to alternatives for events beginning in March. Ron asked about reconstituting the committee Frank led, and Frank questioned whether his role as liaison was a conflict with participation on a committee looking for alternatives. Ron suggested we book a new location in March regardless of the Campus Club status, because some of UMRA's less mobile members find the hike from parking through Coffman to be strenuous or even prohibitive. Frank asked if we were planning a holiday party for December, and Ron said that the Executive Committee advised no. Several members noted that Midland Country Club had been a good host of other events, and Kris said they had current cost information. Bill moved that Ron be authorized to appoint a committee and report back in October. Jerry and Diane seconded, and all voted in favor. Eric then said Dian should be on the committee due to her role on the host committee, and Diane said she volunteered to do so. Kate Maple also volunteered

to be on the committee. Diane said we can cancel at Campus Club 60 days prior. Jan asked if we should consider a change in format (e.g., other than luncheons), but Ron, Bill and Diane agreed it is beyond the current challenge. Eric agreed in the short term but thought it was worth considering in the long term. Diane said we might consider social activities such as the boat cruise as an alternative to the workshop in some months. Ron said we need to do a member survey before making any of those changes. He asked for a chair for this committee and Bill volunteered. Bill, Diane and Kate will report back in October.

Program Committee: Ron noted first that Tuesday's workshop luncheon will be in the ABC rooms since only 70 people registered. Use of the West Wing requires 80. There is no online option, as it was expensive and cumbersome at last May's annual meeting. Eric reported that venues and speakers are largely set, subject to the Campus Club situation. Virgil is exploring long-term Zoom/livestream options. Members have recommended spreading out the August and September social activities. There is no holiday party planned. Ron said he has seen the slides for tomorrow's forum and it should be great. Diane asked for board members to welcome new members. Jan Morlock recommended that if there are any long-term changes in program format, they should be made in early 2023 (by spring) for planning purposes.

Continuity: Jerry reported that the Executive Committee agreed committee reports will be sent to the Continuity Committee to assure they get read and reviewed for good ideas. He moved committee reports be sent to the Continuity Committee for review before archiving and Jan McCulloch seconded. All voted in favor.

URVC/UMRA Reaffiliation: Jerry reported there will be need for bylaw changes to clarify roles, numbers on the board, etc. Bill has volunteered to help with drafting. Cathy Lee explained for the new members that officers and committee chairs do an annual report. The process helps keep the website updated.

COVID Policy: Ron noted last year we had voted to require immunizations but did not verify compliance. The Executive Committee favors moving to a statement that we 'expect' vaccinations. Eric thought the Executive Committee said we would follow the guidelines of the venue? Ron said that relates to mask compliance. Cathrine said we shouldn't require anything we do not enforce. Frank still wants a statement about expectations. Russell and Barb agreed. Cathrine suggested a statement such as "in the interests of the community, we expect participants will be updated on vaccines and flu shots." Kristy suggested "if you are not up to date on vaccinations, we request you wear a mask." Frank said that encouraging masks is important. COVID cases are down but it is still highly contagious. Cathy Lee wanted clear language for the web. Kris asked if this was for all events for just forums. Frank said it was just forums in the past. Ron said he and Kris would work on exact wording with the message that "we encourage all to be up to date of immunizations and use good judgment on masking in large/dense groups." They will share it by email for a consensus.

Ron **adjourned** the meeting at approximately 3:00 p.m.

**University of Minnesota Retirees Association
Financial Report
September 2022**

(URVC reported separately)

Fiscal year July 1 through June 30

	6.30.22	9.30.22
Savings Certificate	\$ 10,243	\$ 10,252
Savings Account	\$ 6,973	\$ 6,974
Checking Account	\$ 3,402	\$ 9,626
Total Checking and Savings	\$ 20,618	\$ 26,852

	UMRA		
	Budget FY23	September	YTD
Revenue:			
Sponsorships	\$ 6,500		\$ -
Summer Social	\$ 2,000		\$ 1,950
Annual Dues	\$ 15,000	\$ 3,480	\$ 9,940
Luncheons/Events	\$ 14,400	\$ 2,275	\$ 6,695
Donations			\$ -
Transfer out of Savings	\$ 2,600		
Total Revenue	\$ 40,500	\$ 5,755	\$ 18,585
Expenses:			
Cares Committee (memorials and expenses)	\$ 900	\$ 90	\$ 530
Newsletter printing/ mailing	\$ 3,820		\$ 19
Newsletter personnel contracts	\$ 8,000	\$ 1,400	\$ 1,400
Membership committee costs	\$ 600		\$ -
Other Annual Meeting costs	\$ 1,060		\$ 1,060
Luncheons/Events	\$ 17,700	\$ 4,018	\$ 4,428
Host Committee	\$ 460	\$ 33	\$ 33
Square/ Stripe fees		\$ 90	\$ 538
Summer Social	\$ 2,000		\$ 1,813
Big 10 Conference costs	\$ 3,700		\$ 2,126
Insurance	\$ 1,500		\$ -
AROHE	\$ 220	\$ 120	\$ 120
Other	\$ 540	\$ 233	\$ 295
Total Expense	\$ 40,500	\$ 5,984	\$ 12,362
Net Income (Loss)	\$ -	\$ (229)	\$ 6,223

Notes:

Other annual mtg cost for Joel Westacott due to late invoicing
Cherie AROHE board travel not in budget may be needed

Other for Sept includes website design fees

Luncheon cost for Sept includes Campus Club and Paddleford expenses

Dues receipts first half of October approx \$250

Luncheon revenue includes approx \$2,900 prepaid (Oct - May), \$3,785 YTD actual current

UMRA/URVC Bylaws Review Team

October 4, 2022

3:00-4:30 pm

Draft Summary

1. Meeting began with 1) a review of the specific elements in the reaffiliation agreement and 2) a walk-through of key issues raised by the Transition Work team last Spring (Feb-April 2022). The overall goal is to create a structure that maximizes benefits of reaffiliation while protecting identity and focus of each organization.

(There are some lingering issues associated with title of “URVC” vs “Management Committee”—solution? = the bylaws govern the “URVC Mgmt Cmte”)

2. Discussed/reaffirmed the importance of the URVC Chair serving as voting member of UMRA Executive Committee and Board of Directors. Similarly, noted that the Pres-Elect of UMRA serves as a voting member of the URVC Executive Committee and Management Committee.
3. First issue raised was the size and structure of the URVC Management Committee. Outcome: (may need to revisit and define the purpose of the Mgmt Cmte)

Agreement that URVC Officers will remain at five: chair, vice-chair, secretary, treasurer, project director. Consensus that having 6 or 7 additional committee members is too many; settled on having 4 additional at large members, for a total committee of 9 members. Natural attrition as current board members terms expire will achieve this downsizing.

4. Second issue--related to the full integration of the two organizations— nomination and election processes for the Management Committee Chair¹ and UMRA officer and board members: should there be one nominating committee responsible for identifying new members for both? Should they remain separate, as is; or should there be cross-population, to allow built-in interaction between the two?
 - a. Lengthy discussion concluded to recommend the following:
 - i. Each org retains a nominating committee. URVC will need to appoint a chair for its committee (bylaw change) [see footnote]
 - ii. The Nomination/election processes should be aligned—not have two distinct processes that would cause confusion among constituents.
 - iii. The URVC Nominating Committee Chair should serve on UMRA Nominating Committee
 1. Purpose:
 - a. to align searches for candidates

¹ Did we agree that the UMRA Nom Cmte would have input only to the Chair position, not to all open positions?

- b. enhance member awareness of needs and characteristics of each leadership group
 - c. expose each org to larger constituencies they serve
 - 2. URVC Nom Cmte Chair will review and share with the UMRA Nom Cmte its initial list of candidates for URVC Chair position and solicitate feedback/input.
 - 3. It was noted that the chair of the UMRA nominating committee is UMRA's immediate past president, who, as previous UMRA president-elect, would have served on the URVC Management Committee—allowing some continuity and familiarity with URVC issues/concerns.
5. To Be Continued: Consideration of URVC having “Operating Principles” in lieu of bylaws.
6. TBC: Key revisions to UMRA bylaws to appropriately incorporate URVC Mgmt Cmte.
- a. Numerous UMRA bylaw issues were identified previously (e.g. adding URVC Chair to UMRA Exec Committee—impact on size/quorum issues for UMRA Board)
 - b. UMRA Nomination Committee and processes—discussed above

Upcoming meeting schedule:

Oct 13, 3:00-4:40

Nov 3 3:00-4:30 (tentative—several conflicts)

Nov 17 3:00-4:30

Dec. 1 3:00-4:30

Dec. 1 or 2

Rinehart, Oct 5, 2022

UMRA/URVC Bylaws Review Team
October 13, 2022
3:00-4:30 pm

Agenda

1. First meeting “Agreements” (*for the first full year of merger operations--review will occur after 1st year*)
 - a. URVC size/structure
 - b. As indicated in Statement of Reaffiliation--URVC chair is voting member of UMRA Exec and Board, and UMRA Pres-Elect is voting member of URVC Exec and Mgmt Cmte
 - c. Nomination processes
 - i. Separate committees (each with a chair)
 - ii. Election processes run simultaneously with some integration
 1. URVC Nom Cmte Chair reports slate of nominees for URVC chair position [**or all positions?**] to UMRA committee and seeks input
 2. UMRA Nom Cmte Chair solicits input on slate of candidates from URVC Nom Cmte Chair
 3. *All candidates are presented for approval at UMRA May meeting by chairs of the two nominating committees?*
2. **UMRA** Bylaw revisions required to reflect changes in
 - a. Article III: “Membership” (is the “exceptions” statement adequate?)
 - b. Article IV:
 - i. “Officers” --URVC Chair added to Exec/quorum?
 - ii. “President”- -“All expenditures of UMRA funds shall be subject to the President’s authorization.”
 - iii. “Treasurer”—how to handle URVC financials?
 - c. Article V “Board of Directors” okay as is?
 - i. “...no more than 20 members including the **four** elected officers..immediate past president, twelve at-large directors, and up to three additional directors who have served as past President”
 1. New: 5 officers + 1 immediate past president + 12 at large + 3 past presidents =20
 - d. Board membership—size/quorum
 - e. Article X: Election
 - i. Nominating committee paragraphs—need adjustment

Draft: Rinehart, October 13, 2022

UMRA Executive Committee (Zoom)
Monday, October 17, 2022, 1:00 p.m.
Draft Minutes

Attendees: Kristy Frost-Griep, Eric Hockert, Ron Matross, Jan Morlock, Julie Sweitzer
Regrets: Jerry Rinehart

Ron called the meeting to order shortly after 1:00 p.m. First item on the agenda was the July and September minutes. Eric moved approval and Jan seconded, and all voted in favor. Julie said she would be out of the country for the November Executive Committee and board meetings and asked for a volunteer to record minutes. Jan volunteered to do so, and Julie expressed her gratitude.

Budget Report: Kristy said she is watching dues revenue, which as of end of September totaled about \$10,000, notably lower than the budgeted \$15,000. Memberships are still coming in, however. Luncheon revenue looks good, but it doesn't separate prepayments. Eric noted that Cathy Lee Gierke has the records of prepayments and Kristy will connect with her. The donation line of \$35 reflects someone who was unable to use their luncheon reservation and said, 'keep it as a donation.' Newsletter costs were slightly higher due to a larger September newsletter and an early payment to an editor.

Jan asked if the Square/Stripe costs are processing fees for payments made on the website, and Kristy said that is accurate. Eric noted that the URVC reaffiliation bylaws committee is still discussing how URVC finances should be handled. Julie asked if the donation of a luncheon reservation was better kept in the revenue line? Ron said we would leave it to the treasurer's discretion. Eric noted he would be serving on the AROHE board and AROHE said they would cover travel and housing for a January board retreat. Ron suggested equitable coverage for Big Ten and AROHE expenses of one trip per person per year. Jan asked about the AROHE conference, but others thought Cherie had reported that would not occur until 2024. Kristy's final note was that the UM Foundation had been invoiced for their sponsorship of the September Forum, but payment had not been received.

URVC/UMRA reaffiliation: Jerry had submitted the minutes from the last two meetings of the Bylaws committee. In his absence Eric noted they were still in discussions with no decisions. A key issue is which positions on the management committee should be covered by the UMRA nomination and election process. Currently they are leaning towards including only the chair position in the UMRA process. Other members of the management committee would not be considered URVC officers nor be required to be UMRA members. Jan suggested that any treasurer/deputy treasurer should be an UMRA member? Eric understood but said there were discussions of whether URVC even needs a treasurer, and that could be subsumed under the UMRA treasurer's responsibilities. Subsequent conversation noted that URVC funds are managed by provost office finance staff, including all transactions. It is somewhat like the professional development funds which are managed by OVPR. Those funds were

donated to UMN directly, while the URVC funds are allocated for URVC use but not transferred out of UMN.

Jan noted that the nomination process would begin in January, so the committee needs to consider whether the chair (or any other position) is part of this year's process or next year's. Jan agreed to contact Jerry about this topic. She has prepared a timeline for the nomination process to be discussed with the board next week.

Social Activities: Ron turned to Jan, who reminded members that a small debriefing group had suggested that future all member social activities, such as the August Como picnic and the September welcome back cruise, be spread out. Ron suggested that perhaps there could be a spring event and a holiday event, with one event at the end of summer or early fall. Julie agreed that three events per year sounded like a manageable increase in social events. All agreed that Cherie, as Social Activities Committee chair, needed to be part of this discussion. Eric asked if these are social activities or programs? Ron said there had been a decision that 'all member' events are under the Program Committee. Smaller events such as the Twins game in spring or the Gopher basketball game in November are under the Social Activities Committee. Jan suggested the distinction might be whether the event requires UMRA's registration and payment process. Eric suggested we solicit the board's input on the number, time of year, and ideas for type of 'all member' activities, and then send those recommendations to the Program Committee. All agreed.

Forum Attendance: Ron noted a decrease in forum and maybe workshop attendance. September's forum drew in the 70s and October looks to be similar. Eric reported that Diane Young had contacted the 'no shows' from September, and they reported conflicts with other events and lack of parking. Ron noted the venue committee is looking at access issues. Eric noted cost, topics, and ongoing COVID concerns as potential factors, and suggested considering different times of day that might be of interest and cheaper (e.g., coffee and pastries instead of lunch.) Ron thought it might be the cumulative impact of multiple small obstacles. COVID has changed our lives so UMRA may need to change. He has looked at other retiree organizations and they use many different formats. Julie suggested a survey of members. Jan said that parking at Coffman was a bigger barrier for her than the 1.5 hour drive. Kristy suggested the Survey Research Center, and others noted Ron and Will Craig are experienced survey professionals.

Ron said nimble organizations are willing to try new things even if they fail and learn from the experiences. UMRA could try something new in spring. He said the venue committee would present a report at the board meeting. Jan suggested presenting data on attendance to the board, and Kristy recommended including membership data for comparison. Eric showed a chart indicating the number of times people attended, and 177 attended at least once. Ron said there is likely a core of members who actively attend events and it would be good if that number approaches 200. UMRA should be concerned if that number is shrinking. We also need to recruit more people to do the work of UMRA, such as supporting Zoom events, preparing the newsletter, and

coordinating events. Eric said it is important to make individual asks after providing general information on opportunities. Jan suggested bringing people into smaller, defined commitments first. Eric recommended getting to know other members and suggested asking members about their skills when they join. UMRA does that in the New Member Orientation but that is only a subset of all new members. Ron agreed we could ask that on the proposed survey. He will gather data to start the board discussion on this topic and hopefully obtain approval for a survey.

Meeting adjourned by Ron at 2:25 p.m.

Forum Attendance, 2019 and 2022

	<u>2019</u>	<u>2022</u>	<u>Diff</u>	<u>% Diff</u>
September	110	73	-37	-34%
October	103	63	-40	-39%
November	156			

To: Ron Matross, President UMRA
Eric Hockert, President Elect and Chair Program Committee

From: Bill Donohue, Diane Young, Kate Maple

Re: Alternative venues for in person luncheon forums

As we understand it, there is a serious concern that the Campus Club will not be available in 2023 for UMRA in person luncheons. The Campus Club may close on a temporary or permanent basis, and we need to make sure that we have an in-person luncheon location for the rest of the academic year since we have scheduled luncheons and invited speakers.

You asked us to identify and analyze venues for UMRA in person forums. You also asked us to consider relevant aspects of the alternatives including cost, food service, parking, location, internet access, technical support, and ambience for groups ranging from 70-100. This is our report and recommendation.

We first looked at the existing report from last year which also looked at venues in a comprehensive manner and recommended we continue to use the campus club. The facts have now changed, and we looked at alternatives to the campus club. We looked at available venues for the academic year ending in June, 2023. Specifically, we looked at venues for our in-person luncheons on the following dates:

March 28, 2023
April 25, 2023
May 23, 2023 annual meeting

We have looked at several venues and recommend that UMRA use Midland Hills Country Club for our three remaining in person luncheons for this academic year.

Midland Hills is located just north of the St. Paul campus and has been used in the past by UMRA for retreats and is used by other University related groups. It has a spacious room that overlooks the golf course, and it can easily accommodate 70-100 people. They can serve either a buffet or a plated meal at a cost that is similar to the campus club which is about \$30 per person. This price includes a 20% service fee and taxes at 7.35%. It also includes coffee, water, and hot tea. There is internet access and a podium and screen at a small charge (podium \$30, screen \$20 and \$100 for a projector if we do not supply our own). There is no room fee because Jean Kinsey is a member. (Thanks, Jean). Parking is outdoor and free. We thought it had a great ambience because of the size of the room and large windows for ambient light. In our view it is the best choice for UMRA, and it appears to be professionally well run.

We also considered the following venues:

1. Mississippi Room in Coffman: This room is located on the third floor of Coffman. It is a spacious room that can accommodate 144 people. Unfortunately, it is not available for our May annual meeting and forum. There is a room charge of \$450 and the meals would have to be catered from one of several caterers who have worked there before. Parking is the same as the campus club. While this is an attractive venue, we did not consider it comparable to Midland Hills and the lack of availability in May was a negative.
2. Bell Museum: The Bell has a space that would accommodate a luncheon forum. They do not have a kitchen but have a list of approved caterers for the event. The cost for the space is \$1500 per event (University departmental rate) plus the meal cost for the caterer. Parking is available at university rates with the UMRA discount. It is available on our dates. It is an attractive venue, but the room cost is too high.
3. Town and Country Club: This club is remodeling its clubhouse and is not available.
4. Graduate Hotel: The Graduate will not commit to events more than 60 days in advance, so we did not consider it.
5. St. Paul Student Center: Two of our committee members have considerable experience with the Cherrywood and the North Star Ballroom. We do not think the Cherrywood Room or the North Star Ballroom are suitable to host our luncheons.

We believe that Midland is the clear choice among the venues and recommend that UMRA contract with Midland for the last three events of the academic year. Hopefully by that time the status of the Campus Club will be clarified, and we will have experience with Midland Hills and can make our commitments for the next academic year.