

Agenda

UMRA Board Meeting

September 26, 2022

1. Introductions
2. Approval of May minutes—Action item
3. 2022-23 budget—Action item
4. Report on the 2022 Big 10 conference
5. Campus Club update
6. Update on the 2022-23 program
7. URVC Transition and Continuity Committee updates
8. COVID policy for in-person meetings

**University of Minnesota Retirees Association
Draft Budget
FY23**

	Actual FY22	Budget FY23
Revenues:		
Luncheons		14,400
Dues	12,540	15,000
Annual Mtg	2,178	incl above
Summer Social	1,820	2,000
Newsletter Sponsorships	6,750	6,500
Other		
Total Revenues	<u>23,288</u>	<u>37,900</u>
Expenses:		
Luncheons		
Food/Bev	4,964	12,600
Room		3,600
AV		1,200
Tax/Svc/Pkg		300
Socials	2,148	2,000
Newsletter		
Postage	1,200	1,200
Printing	1,520	2,620
Personnel Contract s- Kris / Sadie	8,553	8,000
Associations	220	220
Conferences	400	1,700
Save for 2026 BTRA hosting		2,000
Host Committee	255	460
Insurance - Dir/Officers	855	900
Insurance - Gen'l Liab	579	600
Memorials	657	900
Membership costs		600
Special Honoraria / Misc	520	1,600
Total Expenses	<u>21,871</u>	<u>40,500</u>
Net Income (Loss)	1,417	(2,600)
Checking/Svgs Account Beg of Yr	9,614	10,375
Checking/Svgs Account End of Yr	10,375	7,775
 Note: Savings Certificate	 10,243	 10,252

Expenses:

Cares Committee (memorials and expenses)

Newsletter printing/mailing

Newsletter personnel contracts

Membership committee costs

Other Annual Meeting costs

Luncheons/Events

Summer Social

Square / Stripe fees

Big 10 Conference costs

Other

Total Expense

Net Income (Loss)

Notes:

Annual mtg cost for Joel Westacott due to lat

UMRA Executive Committee (Zoom)
Monday, September 19, 2022, 1:00 p.m.
Draft Minutes

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

Ron called the meeting to order at 1:00 p.m. He asked Kristy to present the **proposed budget**. She explained the document, noting that the \$10,243 UMRA has in a savings certificate is roughly equivalent of three months expenses for UMRA, and a wise 'emergency fund' to have. Items of note include dues which are anticipated to be slightly higher at \$15,000, the newsletter sponsorships are constant, and the summer social has been neutral (revenue matches expenses.) Kris asked about lunch fee, which is \$30 for this year. Of that amount food represents \$25 room costs, plus AV, etc. which comes to around \$35 to 37 per person, assuming 80 attendees. Kristy said the result is a subsidy of about \$3,000 over the year, which is consistent with recent years. Julie asked if the higher dues total is realistic? Memberships are still coming in, but higher numbers of new members is a good sign.

Jan noted that some question keeping \$10,000 in an emergency savings fund but she thinks it is prudent and UMRA could even grow it. To keep the dues revenue, we need to engage new members, and she encourages the membership committee to continue work on that. She asked whether there are any long-term investments pending, such as a relational membership database? No one was clear on that. Kris agreed the first year member engagement was important and we should check in if someone does not renew but find a way to not make that a burden on Virgil and John alone. Jan thought expanding OHR's letters to 3 years of retirees, not just one, likely prompted more new members. She thought the New Member Welcome John did recently was good and encouraged another contact after that. There was agreement that it would be valuable to look at any opportunity for improvement in communications with new members and Ron will contact the membership and communications chairs. (Jerry arrived near the end of this discussion, around 1:30 p.m.)

Eric and Kristy confirmed Kristy is aware that the URVC budget and finances are handled by the provost. Kristy explained her revised budget reporting format, which will include columns for budgeted amount, recent month and Year to Date. She will annotate with notes rather than a separate narrative. All though that looked good. Jerry moved approval to forward the budget to the board, Jan seconded, and all voted in favor.

Big Ten Retirees Association (BTRA) Conference: Jan, Julie and Kris attended this year's conference in August at Northwestern (Evanston, IL.) Julie said it has the potential to be valuable and we have numerous ideas about things to do when we host in 2026. Jan explained the written report she had submitted. This conference had more presentations than we would prefer (although they were interesting). The handbook for conference planning is valuable. When UMRA hosts in 2026 it will be UMRA's 50th

anniversary and UMN's 175th anniversary, raising some potential to leverage sponsorships. Julie noted that the topic of engaging first year members could be a great BTRA session. Kris noted that John Anderson has information from the last time UMN hosted. Kris also said the 'show and tell' presentations dominated at a previous BTRA conference at U of Illinois. Northwestern was very well organized (by paid staff from their provost's office) but she hoped for more discussions on communications. Ron acknowledged UMRA should ramp up a planning group next year.

There was a discussion of conference expenses. While we don't know yet what Northwestern spent, previous conference budgets ran around \$12,000 but will be higher by 2026 with inflation. Registration fees could total around \$5,000, and it will be important to secure some degree of sponsorship from the provost and/or any other source. Eric moved and Julie second a motion to earmark \$2,000 in UMRA's budget for each of the next four years to support the conference. All voted in favor.

Campus Club: Ron presented Frank Cerra's report that the provost was ending the Campus Club financial subsidy in November 2022. There is the possibility the new food service contractor will have a proposal, but timing is uncertain. The Campus Club is recruiting new members and attempting to continue as usual, but the outlook is not good. Since January and February meetings are virtual, March is probably the first at risk meeting. Ron agreed to reconstitute the venue committee Frank led last year and ask for recommendations as of the end of 2022. If Campus Club closed by the November meeting, we can switch that to virtual.

Program Committee: Eric reported that the committee built on the fine platform created by Ron and is scheduling meetings through November 2023. He recommends reestablishing the venue committee, as discussed previously. He hopes there might be a new operator in the West Wing. Ron noted the Zoom Team is becoming the Production Team because of the technical elements beyond Zoom. Erick said he, Virgil, John Anderson and Cathy Lee Gierke went to the West Wing to check out technical options and all seemed to work well. Jan said a small group had discussed the summer social and boat trip (fall welcome event) and while they were good events, it would be better to schedule them farther apart (e.g., summer social earlier in the summer.) The registration system caused confusion in multiple ways and needs improvement.

Holiday Party: Pre-COVID a December holiday party was enjoyed by many, and the question is whether to reinstate it. Eric did not favor it, as December is a busy time and it is lots of work. Jerry thought it was a great event but at that time it was the only all-UMRA social event. Erick wondered whether these are social events under the social activities committee, as he does not think they are the responsibility of the Program Committee. Ron agreed. Julie said she favors January midwinter events over December holiday events, and thinks there is too much going on this fall, along with the Campus Club uncertainty, to organize a holiday event this year. All agreed not to organize a holiday event this year.

Organizational Continuity: Jerry recommended committee annual reports be submitted to Organizational Continuity to that the committee members can read them to identify any ideas for consideration by the board. Jan so moved, Eric seconded, and all voted in favor.

URVC/UMRA realignment: Jerry noted the UMRA Bylaws needed to be updated. Since Eric is on that committee, he thought they could represent UMRA's interested and make recommendations to both. There was agreement. (Jerry left the meeting at this point.)

COVID: Ron asked if we should continue to require vaccinations? We never checked vaccination cards. UMN does not require anything for visitors to campus. Eric proposed following the requirements of the venue. Julie did not want to require anything we weren't checking. Jan said we could state an expectation that attendees would be fully immunized out of courtesy to colleagues and encourage masks. This will be a board item next week.

Jan said that on second thought we should have a third person not affiliated with URVC looking at the bylaw language. Julie suggested asking Bill Donohue for recommendations and noted that in the spirit of engaging new members, we could ask Don Amundson (former attorney with OGC). Ron will check with Jerry first.

Meeting adjourned by Ron at 2:50 p.m.

August 12, 2022

TO: Ron Matross, President and UMRA Board Members

FROM: Julie Sweitzer, Kris Mortensen, Jan Morlock

RE: Report from the Big 10 Retiree Associations (BTRA) Conference, August 1 - 3, 2022

We attended the 2022 Big 10 Retiree Association Conference at Northwestern University, Evanston, Illinois.

Summary notes from conference:

The agenda included an opening discussion of what is the “new normal” for the operations of each of our organizations; several presentations from Northwestern University and local officials on a variety of topics; tours to Northwestern and Evanston-area points of interest; a BTRA business meeting featuring action on proposed by-laws changes and an invitation to the 2023 BTRA conference to be held July 26 - 28, 2023 at the University of Wisconsin Madison. There was a brief discussion during the business meeting of the potential for University of Southern California and the University of California at Los Angeles to be added to the Big 10. In that event, the retiree organizations at these institutions will be invited to join BTRA. Also provided in time for the conference was a draft BTRA Conference Handbook to be used as a general guideline for the respective member organizations to plan the conferences that they will host on a rotation basis.

UMRA to host the conference in Summer, 2026:

The “Conference Handbook Final Draft” submitted with this report was helpful for anticipating the responsibilities and timeline for UMRA to host the conference in 2026. The year 2026 will also be the 50th anniversary of the founding of UMRA, and 175 years for the University of Minnesota—reasons to celebrate all year and perhaps an added element of hosting the BTRA conference.

For illustration, we’ve prepared an example timeline (also submitted with this report) for the UMRA-hosted conference, based on the outline provided in the handbook. Conference planning typically begins years before the conference date.

Appendix L of the handbook includes example conference budgets from the last two in-person conferences, hosted by University of Illinois and Penn State, respectively. You will see that University of Illinois projected a gap of \$10,000 to raise above and beyond conference registration fees in order to cover their costs; for Penn State, the gap was approximately \$8,000. Many of our counterpart organizations are setting aside funds annually into a designated account as a savings for when it’s their turn to host the conference. The University of Wisconsin Retirees Association has been diligent in their savings and for that reason they do not anticipate needing to find other sponsors for their conference in 2023. **We recommend that UMRA begin**

this year setting aside and designating funds from our existing savings or from current annual budgets to save for cash needs in 2026 when it's our turn to host the conference. Please refer to the "Conference Handbook Final Draft" submitted with this report.

UMRA could also begin a "parking lot" of ideas or suggestions for when we plan the conference for 2026. Those who attend the conferences each year will likely return with fresh ideas and inspiration. A (Google doc) list of some reflections and ideas from our attendance at this year's conference is submitted with this report.

Submitted with this report:

- A matrix of information on each BTRA member organization, as provided by the members
- The BTRA by-laws showing amendments adopted at the meeting
- BTRA Conference Handbook Final Draft, June 15, 2022
- An example timeline for planning the BTRA conference for Summer, 2026 when UMRA will host it at the University of Minnesota
- Ideas, suggestions, reflections for consideration in planning the 2026 BTRA Conference.

Ideas, suggestions, reflections for consideration in planning the 2026 BTRA Conference at the University of Minnesota

Date	Added by	Idea, comment	Other notes
8/3/22	JS, AKM, JM	Have a session or two on matters of art or practice for improving our organizations—for example: engaging new members; cultivating effective governance volunteers; keeping UMRA engagement fun.	
	JS	Meeting rooms: Northrop, Walter, Coffman, Saint Paul campus?	
8/8/22	KM	Event: Hippocrates Cafe at the Bakken in Minneapolis	
8/8/22	KM	Event: sample of an UMRA workshop	
8/8/22	KM	Location: Eastcliff	
8/8/22	KM	Event: Padelford River cruise with narration (including land acknowledgement), immigration (Bohemian flats), logging and milling history	
8/12/22	JM	2026 will be UMRA's 50th anniversary and UMN's 175th. Tie-ins to the BTRA conference? Sponsorships?	
8/12/22	JM	Include Provost or representative on conf planning group; event planner/other from UMF?	

Notes on Campus Club from Frank Cerra

Summary of CC Board Meeting on 8/31/22:

1. The CC EC met with provost and presented a plan for decreasing rental subsidy to zero over about 4-5 years
2. Provost listened and then stated that the current subsidy would stop the end of November 2022. CC would then close.
3. Provost is waiting for a proposal from the new U foodservice—uncertain when that will arrive.
4. CC is losing staff due to uncertainty of future employment. CC management will be proposing to the board both a retention plan and a potential severance plan should it be needed.
5. A letter writing campaign on the value of CC from faculty, students, dept heads and deans was discussed.

The outlook is marginal at best

Program Plan for 2022-2023

Forums

- Venues
 - Campus Club, Sept.-Nov. 2022, March-May 2023, Sept.-Nov. 2023
 - Zoom, Jan. and Feb. 2023
- Contingent on Campus Club status
 - Options – Same location under new “owner”, different location, luncheon, no luncheon, all virtual via Zoom, ...
- Broadcast in-person events via Zoom or livestreaming and or recorded
 - To be evaluated for future events
- The cost of the forum luncheon has been set at \$30 per person for 2022-23. This cost is less than the per capita cost of the event from the venue due to a partial subsidy from UMRA dues income.
- All-year payment plan is available now.
- Sub-Committees (see lists below)
 - Host
 - Zoom
 - Moderators

Living Well Workshops

- Sept.-Nov. 2022, Jan.-May 2023, Sept.-Nov. 2023
- All via Zoom

Social Events

Program Committee or Social Activities Committee?

- Potential ideas
 - August Summer Social at Como Dockside? May want to consider a different venue.
 - Fall boat ride on Jonathon Paddleford
 - In-person December holiday party
 - Other programming as planned by the Social Activities Committee

9/12/22

Eric Hockert

Program Committee, Chair

Members of the 2022-2023 Program Committee

Name

Bradley Clary

Bill Donohue

Barb Shiels

Jan Morlock (Past President-FY22)

Frank Cerra

Cherie Hamilton

Julie Sweitzer

Eric Hockert (Program Chair)

Paul Schanfield

Ron Matross (President-FY23)

Wendy Lougee

Host Committee

Diane Young (Chair)

Nancy Helmich

Char Greenwald

Diane Gihl

Zoom Committee

Virgil Larson

John Anderson

Kris Mortensen

Cathy Lee Gierke

Moderators

Mary Koppel

Julie Shweitzer

Karen Schandfield

Donna Peterson

Cynthia Scott (?)

