UMRA Board of Directors meeting

AGENDA

Monday, September 25, 2023   1:00pm-2:30pm

Zoom link

https://umn.zoom.us/j/91462992094?pwd=b2pKNzVDTUxxeWVhL3pGdHQ4Vm9FUT09

Zoom will open at 12:45pm for social time (optional).

1. Opening remarks - Eric
2. Introductions – All (name, dept., year retired)
3. Agenda – review and approve
4. Minutes – review and approve (attachments May 2a and June 2b)
5. **Financial** – review and approve FY24 budget (att. 3) - Kristy
6. **Program update** (att. 4 and 5) - Julie
7. Organizational Continuity Committee – brief update on plans – Jerry
8. **Organizational structure proposal** (att. 6) – Membership/Communications and Outreach – Ron
9. President's report – Eric

Next Board meeting

1. October 30, 2023 1:00pm-2:30pm

Travel Note Jane and I will be traveling. Urgent matters to Julie Sweitzer.

Supporting Documents

1. Robert's Rules summary one-page
2. Board of Director Minutes May 2023 (att. 2a) and June 2023(att. 2b)
3. FY24 Budget
4. Program report
5. Program speakers
6. Committee proposal
7. BTRA Conference Handbook
8. Yearly Calendar

Roberts Rules of Order – Simplified

Guiding Principles:

- Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.
- Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., "I move that we add a coffee break to this meeting"). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. If there is no second, the matter is not considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

How to do things:

You want to bring up a new idea before the group.
After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

You want to change some of the wording in a motion under discussion.
After recognition by the president of the board, move to amend by
- adding words,
- striking words or
- striking and inserting words.

You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.
Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

You want more study and/or investigation given to the idea being discussed.
Move to refer to a committee. Try to be specific as to the charge to the committee.

You want more time personally to study the proposal being discussed.
Move to postpone to a definite time or date.

You are tired of the current discussion.
Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3^{rds} vote.

You have heard enough discussion.
Move to close the debate. Also referred to as calling the question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3^{rds} vote.

You want to postpone a motion until some later time.
Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3^{rds} vote. A majority is required to table a motion without killing it.

You believe the discussion has drifted away from the agenda and want to bring it back.
"Call for orders of the day."

You want to take a short break.
Move to recess for a set period of time.

You want to end the meeting.
Move to adjourn.

You are unsure the president of the board announced the results of a vote correctly.
Without being recognized, call for a "division of the house." A roll call vote will then be taken.

You are confused about a procedure being used and want clarification.
Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The president of the board will ask you to state your question and will attempt to clarify the situation.

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.
Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You want to change an action voted on at an earlier meeting.
Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3^{rds} vote is required.

Unanimous Consent:
If a matter is considered relatively minor or opposition is not expected, a call for unanimous consent may be requested. If the request is made by others, the president of the board will repeat the request and then pause for objections. If none are heard, the motion passes.

- **You may INTERRUPT a speaker for these reasons only**:
  - to get information about business –point of information to get information about rules– parliamentary inquiry
  - if you can't hear, safety reasons, comfort, etc. –question of privilege
  - if you see a breach of the rules –point of order
  - if you disagree with the president of the board's ruling –appeal
  - if you disagree with a call for Unanimous Consent –object

Quick Reference					
	Must Be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May Be Reconsidered or Rescinded
Main Motion	√	√	√	Majority	√
Amend Motion	√	√		Majority	√
Kill a Motion	√			Majority	√
Limit Debate	√		√	2/3^{rds}	√
Close Discussion	√			2/3^{rds}	√
Recess	√		√	Majority	
Adjourn (End meeting)	√			Majority	
Refer to Committee	√	√	√	Majority	√
Postpone to a later time	√	√	√	Majority	√
Table	√			Majority	
Postpone Indefinitely	√	√	√	Majority	√

UMRA Board of Directors Meeting (Zoom)
Monday, May 22, 2023
1:00 p.m.
Draft Minutes

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

Ron Matross opened the meeting at 1:00 p.m. Jan McCulloch moved and Barb seconded approval of the April board meeting minutes, with a unanimous vote in favor.

Finances: Kristy presented the written report. On the URVC side, student worker costs are higher in part due to a planned spend down of the carry forward, and a problem with work study hours. URVC's share of Silver Gopher t-shirts have been sold so there will be revenue to offset that cost item. UMRA has just under $17,000 in savings. Sponsorships are up $1,000 and membership dues are down about $1,000, while events are running slightly over in expenses. Next Kristy will add a line noting the portion of the savings account reserved for the 2026 Big Ten conference. Bill asked whether we had asked central administration for funding for the conference. Ron said no, but Eric said it is high on his agenda. Bill recommended asking early and often.

Venues: Ron noted that Kristy prepared the chart comparing the costs, and he prepared the analysis. In short Campus Club will cost over $450 more per event than Midland Hills. They confirmed with Campus Club that the quoted price is rock bottom. Ron believes a vote for the venue incorporates a judgment on price, with Campus Club requiring a $35 fee or the subside would be disastrous to the budget. Jan McCulloch asked about the survey results, and Ron said the survey will be sent after Tuesday's meeting. The discussion today is to decide which question(s) will be presented to the board on June 5, related to venue and rate.

Cherie said she thought the survey should have been sent earlier, and that parking and access to the building should be considered. Bill noted the Campus Club may not exist after 2023, and suggested we hold all meetings at Midland Hills except the annual meeting in May. He favors keeping the rate as low as we can but thinks we can go a bit higher than the current fee. Cathy wanted to share the cost analysis including parking with members. Laurie agreed, and wondered whether UMRA leaving the Campus Club would affect its success? Ron said the manager reported our business is nice but not key. Kristy estimated UMRA is one percent of the club's business based on numbers presented at the recent annual meeting.

Ron asked what the question for the board should be. Julie suggested presenting two choices for each venue, with one the subsidized rate and one with the full cost rate. Jerry favors the full cost rate, as UMRA can't afford the subside. Ron thinks the fee ties into a full budget discussion

including dues and the 2026 conference and thinks we should not tinker with fees until then. Jan McCullough asked if attendance was up at Midland Hills. Diane said the April Midland Hills and May Campus club events both had just under 100 reservations, but March was lower. Ron noted the event fee went up last year to $30, and noted we should discuss the luncheons as events because the fee pays for more than the food. September and October reservations were low at Campus Club. He suspected price but the survey revealed it was a smaller factor than parking and getting to know people. He's still concerned an increase will cut attendance and thinks UMRA can handle the current subsidy. Will asked if other Big 10 retirees hold meetings on or off campus, and Jan and Ron said it was a mix.

Jan Morlock stated that the vote options should only include subsidies (if any) the board thinks are acceptable. Jerry noted no one dislikes Midland Hills. Ron said the question should not be how much we subsidize but how much we need to run the event. A straw poll of the board indicated all but a few favored Midland Hills at $30 over Campus Club at $35. Jerry noted that it will take Campus Club perhaps a year to become a 501(c)(3) and the new mode of operations may not make it feasible for UMRA to do business there. Ron agreed and noted that the Campus Club will need to triple its' kitchen size for the new model. Ron asked about taking a formal vote now, but several people wanted to wait for the survey and to include the missing members. Ron said the question presented will be Campus Club with a $35 fee versus Midland Hills at $30. He noted that if UMRA moves to Midland Hills we can always go back in the future.

Election: Ron presented the election results. The amended Bylaws were approved 178 to 0. The 2022 annual meeting minutes were approved 175 to zero, and the officer slate was approved 178 to 1. Ron thinks the one person who opposed the slate is someone who believes the vote should occur in person. Julie noted that there were 50 more votes in 2023 than in 2022 (129 votes).

Venue Survey: The survey will be launched after the annual meeting and uses a star rating system. Ron added a question about willingness to pay $5 more to stay at Campus Club. Jan wanted the reason for the additional charge to be clear, and Ron read the question, which satisfied her.

Program Updates: Eric reported there are 98 paid reservations for the annual meeting, new members will be matched with hosts, Parking Services expects no problem with spaces, and the running order is completed. Jan said the UMRA summer will include most of the interest groups continuing to meet. The Cabinets of Curiosities tour of Saint Paul campus outdoor research facilities is full. The June 28 luncheon at Como is available for reservations, and Kate and Cherie are working on a history game. The August 29 boat trip will be on Paradise Cruises and leave from Bohemian Flats. Bill asked about rates and subsidies, and Jan said the Como event would be $30 and pay for itself. Cathy noted that there is a charge of nearly $2 for each member payment from Square and Stripe (which are cheaper than PayPal), and it should be factored into prices.

Jerry reported that there is a new Silver Gopher opportunity with the Admissions Office on Fridays from late June through early August. Volunteers will greet students, and Silver Gopher t-shirts are the preferred attire.

Jerry also reported that the Organizational Continuity Committee is asking for annual reports and web and toolkit updates. Julie said that she, Ron and Eric are working on an updated Operational Manual which will impact the other documents.

Big 10: Ron said that the Executive Committee had discussed the annual Big 10 conference and decided that he and Eric would be this year's delegates. Bill suggested the president-elect go, too, as it valuable for anyone running the organization, but Julie said she attended last year and was not available this year. Jerry reminded Ron and Eric that UMRA covers their cost.

Ron **adjourned** the meeting at approximately 2:20 p.m.

University of Minnesota Retirees Association
Draft Budget
FY24

	Actual FY22	Budget FY23	Actual FY23	Draft Budget FY24	Draft Annualized Budget FY24
Revenues:					
Luncheons		14,400	16,055	17,280	17,280
Dues FY23	12,540	15,000	13,830		
Dues FY24			8,320	5,700	14,020
Dues FY25				8,000	
Annual Mtg	2,178	incl above			
Summer Social	1,820	2,000	1,950		
Summer 2023 Como			2,610		
Summer 2023 River Cruise			2,646	1,550	
Newsletter Sponsorships	6,750	6,500	7,500	8,550	8,550
Donations from Members				1,000	1,000
Transfer out of savings		2,600	2,000	2,000	2,000
Other					
Total Revenues	**23,288**	**40,500**	**54,911**	**44,080**	**42,850**
Expenses:					
Luncheons	4,964	17,700	19,219	21,500	21,500
Stripe fees - luncheons			1,438	700	700
Square/Stripe fees - socials				240	
Summer Social 2021/2022	2,148	2,000	1,813		
Summer 2023 Como			250	2,300	
Summer 2023 River Cruise			1,400	2,800	
Newsletter					
Postage / Printing	2,720	3,820	6,261	4,100	4,100
Personnel Contract s- Kris / Sadie	8,553	8,000	7,350	7,200	7,200
Associations	220	220	240	240	240
Conferences	400	1,700	2,126	2,000	2,000
Save for 2026 BTRA hosting		2,000	2,000	2,000	2,000
Host Committee	255	460	378	400	400
Insurance	1,434	1,500	1,434	1,500	1,500
Memorials	657	900	860	900	900
Membership costs		600	270	500	500
Special Honoraria / Misc	520	1,600	2,461	1,000	1,000
Total Expenses	**21,871**	**40,500**	**47,500**	**47,380**	**42,040**

Net Income (Loss)	1,417	-	7,411	(3,300)	810
Cash Beg of Yr	9,614	10,375	10,375	15,786	
Cash End of Yr	10,375	7,775	15,786	10,486	
Cash end of Yr adjusted for prior year activity that happened early			3,920	2,486	
Amount of Cash set aside for BTRA 2026		2,000	2,000	4,000	

Comments for presentation:

Would you highlight a few things when you present these at the September meetings? These are in addition to the other items that will need some explanation i.e. the ones you've mentioned to me.

- The addition of a "Donations" line item
- The reduction in newsletter personnel costs and the signing of new contracts.

- Total cost for the BTRA conference here in 2026 is likely to be close to $30,000 or more based on my recent discussion with Wisconsin and their costs for the 2023 conference. This means we will need to find additional revenue (Provost, sponsors, increased attendee fees, ...).

Eric

UMRA Board of Directors Meeting (Zoom)
Special Meeting Monday, June 5, 2023
1:00 p.m.
Draft Minutes

In attendance (virtual): Board members: Will Craig, Kristy Frost-Griep, Eric Hockert, Laurie Koch, Russell Luepker, Ron Matross, Jan McCulloch, Jan Morlock, Jerry Rinehart, Julie Sweitzer, KaiMay Terry
Email voters: Bill Donohue, Frank Cerra, Cherie Hamilton, Barb Shiels, Diane Young
Visitor: Kris Mortensen

Ron Matross opened the meeting at 1:03 p.m. He asked Jan Morlock to update the board on summer events. Jan encouraged members to register soon for the June 28 event, which had 48 registrants as of two days ago, a bit lower than desired. There are different systems for June 28 and the boat cruise on August 29 which is related to guest registrations. Contact Jan if you want to register a guest who is not in the system and pay by check. Jerry reported we have filled 28 of the 30 Silver Gopher Admissions volunteer spots. URVC plans to arrange a location for volunteers to gather during a break in the event.

Ron then asked for a vote on the venue. He had distributed the survey results by email. 67% of the respondents said that their experiences at Midland Hills were better than at the Campus Club. No one rated their experiences better at the CC than at Midland Hills. 66% said they preferred Midland Hills for next year, compared to 22% preferring the Campus Club. Laurie said the results of the survey were overwhelming. Will agreed but said he would vote for Campus Club to represent those interests. Julie said she would prefer a campus location, which does not have to be the Campus Club, but thought we had exhausted the search for other locations. She is interested in considering Campus Club for the annual meeting. Jan and Laurie agreed.

Ron then asked who favored Midland Hills, and who favored Campus Club. Will and Russ voted for Campus Club and everyone else voted for Midland Hills. Julie then reported the five people who sent their votes by email all chose Midland Hills. Several of them were interested in holding the May annual meeting (and/or another event) at Campus Club. After discussion Ron stated the conclusion was to arrange to meet at Midland Hills for the in-person monthly forum events through the 2023 - 2024 program year so that appropriate reservations may be made, with the understanding that the board in the coming program year will always have the authority to consider venue decisions required by changing circumstances.

Kris noted that Midland Hills was originally called the University of Minnesota Golf Course when founded in 1921, apparently by UMN faculty. It changed names when the membership became predominantly non-faculty. Kris noted we do get a discount in the form of a space fee waiver at Midland Hills because an UMRA member is a member at Midland Hills. Kristy said Campus Club gives us a discount too and thinks the Host Team has negotiated well. Ron asked Eric as program chair to contact the Host Committee to book the dates for next year. Ron **adjourned** the meeting at approximately 1:25 p.m.

UMRA Program Committee Report to Board: September 2023

Committee Members: Dale Blyth, Brad Clary, Bill Donohue, Cherie Hamilton, Eric Hockert, Mary Jo Kane, Wendy Lougee, Ron Matross, Jan Morlock, Paul Schanfield, Barb Shiels, Julie Sweitzer

The committee met by email and in person in August 2023 to identify potential topics and vote on speakers to recruit. Members include many continuing from last year, along with Dale and Mary Jo as new members. As of this writing we have four Forums and three Workshops with committed speakers. I hope to have the final Forum committed by the board meeting, and the last two workshops are in progress.

In addition to the regular schedule we thought it important to continue recent practice of holding special meetings with new Regents, and to meet with the new chair (Janie Mayeron) about the UM presidential search and leadership. The Zoom session with the 4 newest Regents will be October 4 at 10:00 a.m. A session with Chair Mayeron and Regent Davenport, who is chairing the search advisory committee, is being scheduled for October 10 or 20th. That may be in person. We encourage all to attend.

Julie recruited three new workshop Q and A moderators, so our current list includes Mary Koppel, Julie Sweitzer, Jeanne Markell, Mary Jo Kane, and Wendy Lougee.

Our May Forum and annual meeting would fall on Tuesday, May 28, right after Memorial Day, and tradition (as I am told) is that we move it a week earlier when that occurs. There are mixed sentiments on whether that is necessary, but after reflection I think it makes sense. The Executive Committee agreed, and we can discuss with the board.. This also means an earlier workshop on May 14.

Submitted by Julie Sweitzer, Program Chair

FORUMS SCHEDULED:
Dates: January 23 and February 27 by Zoom. March 26 and April 23 in person Midland Hills. May 21 Campus Club

January 23	MN House Speaker Melissa Hortman	Her J.D. degree is from UMN (with other degrees from Boston College and Harvard). She was born and represents a district in North Metro, was an intern in the U.S. Senate and an ass't co. attorney for Hennepin County. She's a young but very experienced politician having served six years as MN House Minority Leader and Majority Leader.	Brad
Feb TENTATIVE	Pat Miles, former tv journalist. High name recognition	published a book in 2022 following the death of her husband, *When All is Said and Done; Practical Advice on Living and Dying Well* . she was motivated to write the book by her experience of being unprepared in practical ways when her husband died after a bout with cancer.	Julie
March 26	Fred de Sam Lazaro	a popular speaker for us in January 2019. He produces the "under-told stories" series and is often featured on PBS Newshour. Lives in St. Paul works at St. Thomas	Jan
April 23	Dan Schwarcz, law prof, and maybe Jon Choi	Chat GPT; Understanding and Coping with Artificial Intelligence – Impact on workforce, education and society. Panel of law faculty researching impact of ChatGPT on exams, Acad of Dist Teachers doing work, artist?	Brad
May 21	Mark Seeley UMN (Paul Huttner MPR said no)	Climate, Canadian/US wildfires and their effects both on our members and on the wildlife and environment generally in Minnesota.	Julie
Back up but no response	Interim President Ettinger	Update on the University . Committee says Mayeron and presidential search is priority but this is valuable. Jon Steadlund chief of staff	Julie: Tombarge can't help, made request via website form
Nov 2024	Kathryn Pearson, poli sci prof	Nov 2024: Outcomes of the election, has been a star presenter for us in previous election years.	Julie

LIVING WELL WORKSHOPS SCHEDULED: (Zoom)
Dates: Jan 16, Feb 20, March 19, April 16, May 14

January 16	Laura NIedernhofer	Either a forum or workshop from on "Therapeutic approaches to aging". I heard her talk, and it was a fascinating look at new research on drugs to "treat" aging.	
March 19	Paul Schanfield, neurologist	Neurology in a Nutshell; The Brain Explained: Memory loss, Alzheimers' Disease, Dementia (maybe first in series of annual presentations)	Julie
April 16	Sarah Jerstad, Medical Dir Outpatient mental Health Services, Children's MN sarahjerstad @gmail.com	Since many UMRA members have grand children/other relatives and youth mental health is a major problem today…one of our UM Ph.D. grads (my former advisee) was recently appointed …the first non- MD and female appointed to the position at Children's. Sarah has spoken on Parent Child Interaction Therapy (an evidence-based treatment for kids with disruptive behavior disorders from ages 2-7). Self-Injury in adolescents Screen Time in Kids and Adolescents Motivational Interviewing with kids and adolescents (A type of therapy created for treating addiction, and other behavior change)	Julie
	UM docs	Arthritis and Lower Back Pain in Seniors : It affects lots of seniors limiting flexibility and ability to walk distances.	Bill
	Reps from major providers: Ebenezer, Ecumen, Sholom	Panel on finding and choosing an assisted living facility. I think we have a lot of members who are having to deal with this topic. Note Paul is on board of Sholom can get speaker	Julie will do when date is clear

Special Forums: Scheduled for Fall:

Oct 4 10:00 a.m.	New Regents Robyn Gulley, Mary Turner, Penny Wheeler Tadd Johnson	Meet and greet schedule at the convenience of the regents and invite any and all members to attend. We preferred meeting in person on campus or central location.	Julie:
Oct 10 or 20	Chair Janie Mayeron, M Davenport	Presidential Search (University leadership transition). Add chair of search committee if named and available.	Julie

Proposal: UMRA Membership and Communication Committee
Ron Matross

This past year, I was not only UMRA President, but I also served on the Membership and Communication and Outreach Committees. I noticed was that there was considerable overlap between the two committees. For example, the Membership Committee regularly communicates with members by sending welcomes to new members and renewal reminders to continuing members. It performs outreach by arranging new member receptions and appearing at events like the Age Friendly University Day.

Conversely, the Communication and Outreach Committee is a primary vehicle for servicing members through the UMRA newsletter and E-news. It also has the important mission of increasing the visibility of UMRA not only within the University community but outside as well. Both committees are involved in outreach, and both can be seen as pursuing the goals of attracting and retaining new members. The committees have been supportive of each other, but have generally avoided encroaching on each group's turf.

In fact, I think there would be benefits if the groups shared the same turf. For example, I found that the communications cycle about membership renewal could be improved by giving the renewal letters more of a marketing focus and coordinating them with notices in the newsletter and at meetings. The more the two groups talk to each other and share their work and ideas, the better.

Therefore, I propose that the two committees be merged into a single Membership and Communication Committee. The mission of the group would be to attract and retain members, increase members' involvement in UMRA, and make UMRA a visible and effective part of the University community. The group's activities would include:

- Representing UMRA to prospective members and to the University community at large, through brochures and newsletters, personal appearances at pre-retirement events, and working with University organizations to present information about UMRA in appropriate publications and websites.
- Producing the UMRA newsletter and E news.
- Managing communications about upcoming events
- Producing and publicizing JOIE, the Journal of Opinions, Ideas, and Essays
- Communicating UMRA's benefits and opportunities to the University community and to the public, so that UMRA is known and respected.
- Managing the UMRA listserv and serving as gatekeeper for messages being sent to all members.
- Managing the membership database
- Planning and implementing ways to welcome new members and invite continuing members to become more involved.
- Recommending dues policies and managing the membership renewal communications.
- Ascertaining the interest in helping with UMRA work among new and continuing members and finding ways to utilize their talents.

The committee would oversee the work teams associated with the two current teams. The current Communications and Outreach Committee essentially outsources its work, with editor Kris Mortensen

and her assistant handling the newsletter and E-news, and Cathy Lee Gierke handling the website. The Membership Committee has had Virgil Larson managing the member database, and chair John Anderson managing the listserv and activities for new and prospective members. Most members of both committees participate only in the discussions of plans and policies.

A merged Membership and Communication Committee might re-examine the work assignments, either expanding the outsourcing model or distributing some of the work among more committee members. In either case, an ongoing concern will be how to make sure the work teams are not overburdened and that there are back-ups who can help with the work.

In the past year, much of the energy around new member cultivation has come from the UMRA hosting team. While it makes sense for that team to remain part of the Program Committee, it would be very helpful to have a member on that team be part of the new committee.

Renewing the energy around membership and communication is really what this proposal is about. I believe that having more people focused and talking about the needs of members could lead to fresh ideas and activities that can increase the vitality of UMRA.

CONFERENCE HANDBOOK
Adopted August 3, 2022
Distributed December 2022

Contents

President's Annual Calendar of Ongoing Responsibilities

UMRA Board and Executive Committee

September:

Meeting items -

Program Committee report on plans for the year.

Organizational Continuity Committee – preliminary report of recommendations

Operating Manual – Review and approve

Quarterly Treasurer's Report

Budget for new fiscal year – review and approve

Membership – numbers of current paid, free, new members, past month and year

President's actions and other items -

Committee Chairs submit Annual Reports and updated Toolkits to Organizational Continuity Committee by August 31.

Provost – President meets annually per MOU prior to Sept. 1 each year

October:

Meeting items –

Communications and Outreach

URVC

Special Social Events/Social Activities

Alumni Association

Benefits Advisory Committee

President's actions and other items –

End of year Financial Statement reported by President and BOD in the October Newsletter (see By-Laws Article VIII. Finances)

November:

Meeting items –

PDGR

Campus Club

JOIE

Senate Committee on Faculty Affairs

VP Research liaison

President's actions and other items -

December:

    <u>Meeting items –</u>
    Usually no meeting in December

    <u>President's actions and other items –</u>
    Complete 501c4 filing (Treasurer) in early December.

January:

    <u>Meeting items –</u>
    Quarterly Treasurer's Report
    Civil Service Senate
    P&A Senate

    <u>President's actions and other items –</u>
    Appoint Nominating Committee (chaired by immediate past president) so it can begin work by February.
    File form 990-N with the IRS at www.irs.gov/eo in early January (Treasurer)
    Renew liability insurance annually (Treasurer).
    MOU with Provost term expires March 2025 (3 year term), to be renewed by mutual agreement.

February:

    <u>Meeting items -</u>
    Regents liaison
    AROHE
    Travel Committee

    <u>President's actions and other items –</u>
    BTRA conference at Ohio State (July 24-26, 2024) – decide who will attend (2)

March:

    <u>Meeting items –</u>
    Quarterly Treasurer's Report
    Retirement Plans Subcommittee of the SCFA

    <u>President's actions and other items –</u>

April:

    <u>Meeting items –</u>
    Nominating Committee presents slate of nominees.
    Age-Friendly UMN Council

President's actions and other items –

May:

Meeting items –

Annual Meeting in addition to Board and Exec.

Membership vote on officers

Membership vote on any bylaw or governance document changes that require approval.

President's actions and other items –

Summer:

Board and Exec do not meet in June, July and August unless there is a special need.

Program Committee usually initiates its work during the summer.

Quarterly Treasurer's Report distributed by email in July.

Summer social events

Monthly:

Approve minutes from previous month.

Review status of action items.

Liaisons and Representatives report to the board "as needed, in writing and/or orally."

Representatives:

Senate Committee on Faculty Affairs (SCFA)

Senate Subcommittee on Retirement Plans

Benefits Advisory Committee/BAC (2 representatives)

Civil Service Senate

Campus Club Board of Directors

Age-Friendly UMN Council

Liaisons to:

Board of Regents

Alumni Association

P&A Senate

VP for Research

Template for reports to the Board

(less than 1-2 pages preferred), may be verbal report only but prefer both (written and verbal)

1. What the group does
2. Executive summary (a few sentences preferred)

10/26/2023

Julie Sweitzer with Eric Hockert additions

3. Decisions and actions requested (includes recommendations to the EC and the BOD)
4. Info to share i.e. update
5. Info to discuss i.e. for EC/BOD discussion and input to the group
6. EC/BOD decisions and actions on the above requests
7. List of group members

GENERAL STATEMENT

This is solely a guide for Big 10 Retirement Association (BTRA) members. Members consist of the retiree associations (to be referred to as "associations" throughout this document) of the Big 10 universities to assist in planning for the year they are hosting our annual conference.

The annual BTRA conference is the opportunity for member associations to showcase their campus and offers a forum to exchange information of mutual benefit with other member associations. The sharing may occur throughout the year, with the annual conference normally held sometime between June and August. As authorized by the BTRA bylaws, these events may be conducted physically face-to-face, in a password protected (or otherwise private) chat room, teleconference, videoconference, or other digital technology.

See **APPENDIX A** for responsibilities of all member associations.

It is suggested to start planning 24-30 months prior to hosting.

HOSTING ASSOCIATION

Currently hosting association are on a 12-year rotation basis. See **APPENDIX B** for rotation schedule and **APPENDIX C** for responsibilities of the BTRA host associations.

An association will lose their place in the rotation schedule if their conference is cancelled for valid reason, i.e., national/local disaster, pandemic, etc. See **APPENDIX D** – Definitions.

Host associations may invite their retirement association members to attend as guests at their own expense.

VOTING BODY

The voting body at BTRA meetings/conferences is limited to two delegates from each member association. No delegate shall have more than one vote, and no voting by proxy is allowed. Others may attend meetings/conference as non-voting observers.

ANNUAL CONFERENCE

An invitation for next year's conference from the upcoming hosting association is encouraged to be extended at the prior year's conference business meeting.

It is suggested that schools present a power point featuring their campus and community. A school could use promotional materials from their chamber of commerce or institution along with specifics of conference dates and venue locations, and local attractions.

The invitation should be accepted by motion and vote during the annual business meeting.

CONFERENCE CHAIR

The "Chair" is the designated representative of the host association and presides over all meetings and the conference. The term of office begins at the close of the previous conference and ends at the close of the hosted conference.

Conference chair serves as the "Chair" of the BTRA Administrative Board.

Duties may include:
- Supply information to member associations
- Arrange functions
- Prepare a budget
- Coordinate activities
- Gather a team to plan and organize the conference activities
- Arrange recreation, entertainment, and local tours
- Contact BTRA Administrative Board for a discussion of what went well at past conferences, what needs improvement, and any other suggestions for the upcoming conferences.

CONFERENCE FINANCING

Each annual conference is self-supporting. The costs may come from a combination of the following sources:
- Registration fees from those attending
- Financial support of the host association and/or host institution
- Financial support of campus partners, and public sponsors deemed appropriate by the host association

It is suggested that each association create a restricted reserve fund and set a fixed amount into their reserve each year between hosting years. This annual funding will ease the burden to an association when it's their turn to host.

See BTRA website (BigTen Retirees Directory (umich.edu) and **APPENDIX L** – Conference Budget Samples and Observations.

HANDBOOK REVISIONS

Changes to this handbook may be proposed by the Administrative Board members, or any member association delegate. Proposed changes should be sent to the Administrative Board Chair. After review by the Administrative Board, the Chair will forward to the Bylaw and Handbook Committee for review, to ensure compliance with bylaws, make revisions and distribute to member associations.

APPENDIX A - Rotation Schedule

2022	Northwestern University	**2028**	University of Nebraska
2023	University of Wisconsin-Madison	**2029**	Purdue University
2024	The Ohio State University	**2030**	Pennsylvania State University
2025	University of Michigan	**2031**	University of Illinois
2026	University of Minnesota	**2032**	University of Iowa
2027	Michigan State University	**2033**	Indiana University

NOTE: Changes in rotation require a vote of member associations.

APPENDIX B - Responsibilities of all Member Associations

- Appoint delegates/alternates for conference/meeting voting representation (Each association is allowed two votes)
- Actively participate in BTRA events and activities
- Respond to requests for information from other member associations. All member associations may request information from other members.
- Annually provide BTRA webmaster with names and contact information of the current primary association contact, association president, conference delegates, and newsletter exchange person
- Host an annual conference/meeting in accordance with the agreed upon association rotation. Annual conferences are normally held sometime between June and August (see **APPENDIX A**)
- Suggest setting aside funds annually in a restricted fund for hosting the BTRA annual conference

APPENDIX C - Responsibilities of BTRA host association

- If a branch campus of any Big 10 University which has a retiree association submits an application/petition for membership it is the responsibility of the host association to follow the vetting process detailed in the BTRA bylaws.

- Remind the upcoming host association to prepare an invitation to their conference the following year. This should be done at the prior conference as outlined in section titled "Annual Conference".
- An association will lose their place in the rotation schedule **(APPENDIX A)** if their conference is cancelled for valid reason **(APPENDIX D)**.

APPENDIX D – Reasons for Conference Cancellations

It is suggested a detailed discussion take place with the Administrative Board before any cancellation.

Reasons for a conference cancellation may include natural or local catastrophe, i.e., flooding, hurricane, tornado, fire, etc. Public health emergency, i.e., pandemic.

APPENDIX E – Suggested Timeline and Required Documents

Below is a suggested planning timeline and checklist to assist in designing and organizing your event. Some of these items are required while others may not be needed for your event. **APPENDIX I** – Conference Timeline Checklist may be helpful in keeping track of tasks.

Required Documents for distribution at each annual conference
- BTRA Comparison Spreadsheet
- Full Conference Agenda and Business Meeting Agenda
- List of Attendees
- Conference Evaluation Form
- Business meeting minutes of previous annual conference

It is suggested to start planning 24-30 months prior to hosting.

24-30 Months Ahead of Event
☐ Start planning.
☐ Identify your planning team
☐ Recruit an event committee. This includes selecting an event manager or chair and establishing sub-committee chairs. See **APPENDIX H** for a suggested list of committees.

18-24 Months Ahead of Event
☐ Prepare PowerPoint presentation for promotion of hosted conference
☐ Establish your event goals and objectives.
☐ Select the date.
☐ Identify venue and negotiate details. Be mindful of accessibility needs of attendees.

☐ Identify potential community or university event conflicts, e.g., Ironman, summer graduation

☐ Develop an event master plan.

☐ Get cost estimates. Some costs you might need to consider are:
- Room rental
- Food and beverages
- Equipment
- Speaker fees
- Travel for staff
- Insurance
- Bus transportation for tours and off-site events

☐ Create an event budget. (See **APPENDIX L** – Conference Budget Sample & Observations)

☐ Recruit an event committee. This includes selecting an event manager or chair and establishing sub-committee chairs. See **APPENDIX H** for a suggested list of committees.

☐ Brand your event.
- Start building out an event website or pages on your website that describe the event.
- Develop an event logo and tagline.

☐ Create and launch publicity plan. This includes ensuring staff and/or volunteers are identified to manage specific tasks – e.g., media relations, VIP coordination, printed material design & printing coordination, signage, online /social media, etc.

☐ Notify campus administration of the upcoming BTRA conference. Hosting associations may wish to extend an invitation to campus leadership to bring greetings and potentially speaking sometime during the conference.

☐ Identify and confirm speakers/presenters/entertainers.

☐ Identify and contact sponsors/partners.

☐ Determine if you need event registration software to make the process easier.

☐ Determine if you need other event management software.

☐ Release early-bird tickets.
- Ensure registration forms are accessible and allow space for preferred pronouns and preferred names.

10-17 Months Ahead of Event

☐ **Build out required documents for your team.**

☐ **Speaker/presenter/entertainer liaison:**
- Finalize presentation/speech topics
- Get bio information, photo
- Travel & accommodation arrangements
- Have contracts signed if appropriate
- Ask speakers to start promoting and sharing it with their network

☐ **Financial/Administration:**

- Determine registration fees
- Set up and enable online registration
- Finalize sponsor levels and amounts
- Identify items to be underwritten and accounting tracking details
- Final count attending from each association (representatives and guest)
- Send request for an estimated head-count to each of the member associations

☐ **Venue and logistics planning:**
- Determine and arrange all details re menu, A/V equipment, registration set-up, parking, signage, etc.
- Review security needs/plan for the event with venue manager
- Investigate need for any special permits, licenses, insurance, etc.
- Assess accessibility requirements (e.g., all-gender restrooms, wheelchair accessibility, etc.)
- Communicate accessibility requirements to staff.

☐ **Follow publicity plan:**
- Develop draft program
- Create draft event script (e.g., MC, speaker introductions, thanks, closing, etc.)
- Develop publicity pieces -- e.g., newsletter articles and/or ads, radio spots, print blog posts articles for submission to other publications and/or ads, etc.
- Request logos from corporate sponsors for online and printed materials
- Develop and produce invitations, programs, posters, tickets, etc.
- Develop media list & prepare News Release, Media Advisory, Backgrounder and all media kit materials (e.g., speaker info, photos, etc.)
- Create event page on your website
- Enable/create email event notifications
- Create a Facebook event page
- Develop a promo video and post on YouTube and your Facebook page
- Register your event on a variety of online event calendars
- Create some buzz on your blog or member forums
- Determine VIPs and create invitation & tracking document (e.g., spreadsheet)
- Order any desired event swag

3-9 Months Ahead of Event

☐ **Develop the annual business meeting agenda.** The hosting association is encouraged to schedule the business meeting during the first full day of the conference so as not to interfere with late arrivals and early departures. See **APPENDIX N** – BTRA Annual Business Meeting Agenda sample.

☐ **Send out the "BTRA Comparison Spreadsheet"** to associations for updates or other requested information. Prepare finalized document for distribution at the annual business meeting.
Develop a conference evaluation. See **APPENDIX P** – Post Conference Evaluation sample.

☐ **Send reminders to your contact list regarding registration and participation.** Finalize headcount from each of the member associations (meetings, meals, lodging)

☐ **Reach out again to presenters/speakers regarding:**
- Confirming travel and accommodation details
- Request copy of speeches and/or presentations

☐ **Sponsorship finalization:**
- Follow up to confirm sponsorships and underwriting
- Get any promotional materials you'll be sharing at the event
- Ask sponsors to share event on their promotional channels

☐ **Continue executing on your publicity plan:**
- Release press announcements about keynote speakers, celebrities, VIPs attending, honorees, etc.
- Post your initial event news release on your website and circulate to all partners, affiliated organizations, etc.
- Post more details about your event on social media

☐ **Close early-bird registration, if any.**

☐ **Finalize and proofread printed materials.**

☐ **Arrange for late hotel checkout for attendees**

☐ **Prepare attendee list.** List should include: attendee names, address, email, home/office/ mobile numbers, name of the association, and an emergency contact.
- Distribute list to attendees prior to the conference
- Include list in meeting materials

1 Week Ahead of Event

☐ **Have all committee chairs meet and confirm all details against Master Plan.**
- You should also ensure back-up plans are developed for any situation (e.g., back-up volunteers as VIP greeters, additional volunteers for registration or set-up, etc.)

☐ **Finalize event script.**
- Assign practice sessions for anyone who has a speaking slot.

☐ **Brief any/all hosts, greeters, volunteers about their event duties and timelines.**

☐ **Finalize your seating plan.**
- Ensure it includes wheelchair-accessible areas and has clear paths through the venue.

☐ **Provide final registration numbers to** caterer (may be earlier deadline based on venue). This may include special dietary needs.

☐ **Make print and online copies of any speeches, videos, and presentations.**

☐ **Do a final registration check, including name badges & registration list.**
- Depending on when your registration closes, this may not be possible until a few days in advance but try to finish it as early as possible.

☐ **Determine photo op and interview opportunities with any presenters and VIPs.**

☐ **Confirm details with media attendees.**

1 Day Before the Event

☐ **Confirm media attendance.**

☐ **Ensure all signage is in place — both around the venue and any other areas in which it's needed.**

☐ **Ensure registration and media tables are prepared** and stocked with necessary items (such as blank name badges, paper, pens, tape, stapler, etc.)
- Ensure there are enough outlets. If not, consider bringing power bars for attendees and your team.

☐ **Ensure all promo items, gifts, plaques, trophies, etc. are on-site.**

☐ **Ensure all A/V equipment is set up and working properly.**

☐ **Get a good night's sleep! You'll need the rest before the exciting day to come.**

Event Day

☐ **Take a few deep breaths — you got this!**

☐ **Ensure you have copies of all instructions,** directions, phone numbers, keys, extra parking permits for VIP guests, seating charts and guest lists with you

☐ **Check in with each Committee Chair to ensure their team is on track.**
- Also check in with catering and any sponsor teams that are attending.

☐ **Assist sponsors, speakers, and other teams as needed.**

☐ **Greet new attendees.**

Post Event Follow-Up

While you need to conduct a thorough evaluation and update your budget, there are post event publicity, fundraising and member development opportunities that you can take advantage of with just a little pre-event planning. Here are some of the activities you might consider once the event is over:

☐ **Check in with venue.** Ensure nothing important was left behind.

☐ **Financial status:**
- Gather all receipts and documentation, final registration data, etc.
- Update budget

☐ **Send thank-you's and acknowledgement letters to:**
- Sponsors
- Volunteers
- Speakers/presenters
- Donors
- Venues
- The media

In your thank-you notes, be sure to remind the recipients of the event's success – and how they contributed (e.g., dollars raised, awareness - number of participants, etc.

☐ **Post-event publicity:**
  - Send out an email to your subscriber base with highlights from the event
  - Make a publicity reel video to share how it went (and as a bonus, you can use it as publicity next year!)
  - Share highlights on social media
  - Update website page to reflect that it's a past event.

☐ **Conduct a post-event survey.** Learn what people enjoyed about your event and where you have room to improve.

☐ **Reach out to event participants.** Thank them for participating and promote your ongoing programs and how they can support you throughout the year by joining, volunteering, or making a sustaining donation.

☐ **Conduct a team debrief to learn their thoughts.**

☐ **Conduct a thorough evaluation of the event.** What went well and what could you do better next time?

☐ **Schedule a meeting with BTRA Administrative Board for a post-event review and suggestions to this handbook**.

APPENDIX F – Suggested Tasks/Responsibilities for Coordinator

Below is a suggested tasks associated with your event. Some of these items may not be needed for your event, while there may be other tasks that need to be added. See **APPENDIX G** - *Previous Conference Observations and Suggestions for Hosting Association* for sample seating layout.

LOCATION / VENUE
1. Establish your needs (number of attendees, space requirements, date
2. Do a venue search (sites, weather, social activities, accommodation. Identify potential community or university event conflicts, i.e., Ironman, summer graduation
3. Identify several facilities equipped to meet your requirements
4. Prepare a Request for Proposal (RFP)
5. Send out RFP's
6. Visit sites (if possible)
7. Decide on a venue
8. Sign a contract with the chosen venue
9. Inform all venues to which you sent out an RFP of your decision

REGISTRATION
1. Determine early-bird and final registration dates
2. Decide on a registration procedure (e.g. online, paper-based – or both)
3. Choose an online registration system
4. Determine the price for the conference

5. Determine which payment options you will accept (e.g., check, Visa, Mastercard)
6. Set up a merchant account for credit card payments
7. Decide on a cancellation policy
8. Create the registration form, including additional items such as:
   a. Meals and dietary requirements
   b. Accommodation – be mindful of accessibility issues of attendees.
   c. Transportation
   d. Sessions and workshops
   e. The social program
   f. Spousal packages
9. Publish your registration form (online and/or on paper)
10. Determine your onsite registration procedure and recruit/hire additional staff if necessary
11. Send confirmation of registration to delegates upon receipt of payment
12. Create conference packages
13. Meet your staff or volunteers onsite and get ready to greet attendees

SPEAKERS AND PRESENTERS
1. Research and select speakers
2. Sign and collect contracts with all speakers
3. Create and send out a conference information package to all speakers containing
   a. Committee point of contact
   b. Review of conference goals
   c. Audience demographics
   d. Presentation handout procedures
   e. Hotel and transportation information
   f. Finalized agenda
   g. Compensation information
4. Arrange for speaker support (one point of contact to have their needs met)
5. Arrange for speaker audio/visual and other requirements
6. Collect speaker biographies for their introduction
7. Arrange for speaker accommodation and transportation and confirm arrival times
8. Arrange for speaker compensation

SPONSORS, EXHIBITORS, PARTNERS
1. Create a list of potential sponsors
2. Prepare a sponsor package outlining the benefits of sponsorship
3. Sign and collect contracts from exhibitors and sponsors
4. Create and send out an information package for exhibitors containing
   a. Committee point of contact
   b. Review of conference goals
   c. Procedural instructions
   d. Finalized agenda
   e. Floor space allocation
5. Map out floor space for exhibitors

6. Find out exhibitor requirements and order booths etc

MARKETING AND PUBLIC RELATIONS

1. Develop a promotional website
2. Create and send out press releases and mass mailers
3. Gather location promotional material (from chamber of commerce or tourism agency)
4. Approach transportation and accommodation facilities to negotiate special conference rates
5. Convey the message that the conference organizers will go out of their way to provide a positive experience to all participants
6. Provide an opportunity for the media to participate in getting the message out e.g., offering interviews with keynote speakers, negotiating for the production of a radio or television show

EVENT WEBSITE CHECKLIST

1. Meeting title, dates, venue and contact details (on the opening page)
2. The agenda and information on speakers
3. Registration information and an online registration form
4. Who should attend and the benefits of attending the event
5. The meeting's goals and objectives
6. Sponsor and Exhibitor information
7. Accommodation information
8. Local information (maps, city information, local restaurants etc.)
9. Travel information

PRINTED MATERIALS

Identify signage and other printed materials requirements
Determine whether printed materials can be designed in-house or must be outsourced
Create brochures
Create marketing and conference identification materials
Create registration packages
Send out an RFP to several printing companies
Sign contract with printing company

AUDIO-VISUAL REQUIREMENTS

1. Ascertain the audio-visual requirements for each segment of the conference (presentations, reception, breakouts etc.)
2. Contact speakers to find out about any special needs or requirements
3. Contact the venue to establish whether or not audio-visual requirements can be provided for in-house by the venue. Ask whether or not it is possible to outsource audio-visual
4. Contact audio-visual company to get a quote for outsourcing your audio-visual requirements
5. Sign a contract with audio-visual company
6. Arrange for an audio-visual technician to be onsite for troubleshooting

7. Assign a conference worker to verify that audio-visual is functioning properly before each session
8. Establish security measures for audio-visual equipment

ACCOMMODATIONS
1. Establish what accommodation is available around the conference site
2. Negotiate room rates for participants with hotels and/or other accommodation providers including early arrivals and extended stays (at conference rate)
3. Sign a contract with hotels for provision of accommodation
4. Establish booking/registration procedures
5. Establish accommodation booking deadline
6. Convey accommodation information and booking deadlines to participants
7. Confirm room bookings with hotels

TRANSPORTATION
1. Contact a local transportation provider to transfer your delegates between events and venues as well as airports and other providers as soon as you have chosen your host city
2. Contact the local Visitor and Convention Bureau or Conference Centre for authorized carriers in the local area
3. Negotiate deals with transportation companies for discounts for participants Be sure to get copies of licensing, insurance and any permits they will need to provide you with the services you require.
4. Convey transportation information to participants

FOOD AND BEVERAGE
1. Identify your expected food and beverage needs (how many attendees for how many meals and breaks)
2. Find out what the conference facility has to offer and whether they allow outside catering
3. Get menu options from caterers
4. Decide who you will be catering your conference
5. Book the caterer
6. Sign contract with caterer
7. Implement a strategy for identifying and accommodating dietary restrictions
8. Send final food and beverage requirements to the caterer

SOCIAL EVENTS
1. Contact the local Visitor and Convention Bureau or Conference Centre for suggestions for social events and trips
2. Research local tour operators. Most tour operators are happy to customize your tour to your needs
3. Visit venues and attractions and request tours from locals who are 'in the know'
4. Identify all social events to be offered by the conference, including spousal programs
5. Determine which events will require registration
6. Implement a registration procedure for social events

APPENDIX G – Previous Conference Observations and Suggestions for Hosting Association

- More time for sharing --- at least double time 8:30-10

- Use a timer when sharing so all associations have equal opportunity to share

- U-shape table –(open-square) with lots of elbowroom

  o Open U table worked well for speakers. Suggest that instead of square corners … put corner on angle. (sort of "octagon shape – but without the bottom 3 sides). That way if you are sitting on a side, you can see who is on the "corner". DEFINITELY add more space between chairs around the square

- Table tents –

  o Arrange 2 sets of table tents …. For voting purposes during the business meeting, it is suggested to have one large table tent with school name placed in front of a number of chairs for that association's voting delegates. (If possible, seat non-voting delegates apart from the voting delegates.)

  o Then table tents for each attendee – printed on both sides – print as large as possible.

  o Have host school layout seating since they have the number attending from each school.

- Table for material sharing

  o Ask Associations to provide: Copies of operating manuals; and List of activities

- Promote upcoming conference

- Ask speakers/presenters for copies of handouts / PPTs

- List of attendees with addresses, email, phone numbers should be sent to attendees prior to the conference. May also be included in the meeting materials.

- Flip chart markers

- Flip chart for Parked Items. Encourage attendees to add to the list when something is thought of.

- Identify someone to serve as Scribe/Recorder (for parked items and meeting proceedings/discussion)

- Arrange for late hotel checkout for attendees.

- Negotiate with hotel to allow for extended stays (before or after) at conference rate.

- Name tags (clip, magnetic, lanyard preferred)

- Additional chairs

- Start opening session with introductions. While potentially some repeat attendees, there will be new folks in attendance. Waiting for the introductions, until they had a comment to add to the conversation, doesn't work well.

- Set 'ground rules" for discussions, e.g.,

- o Raise name tent on end to be recognized

- o Give every school equal opportunity to share before a school is recognized a second time on the same topic

- As part of ground rules — offer invite attendees to feel free to get up at any time for stretch or standing.

- Pre-Conference Questionnaire

  - o BTRA members often have questions they would like to ask or topics they'd like to discuss at our conference, but many times we run out of time.

  - o It is suggested that the host association survey the BTRA members for questions or topics they would like to ask of other members (e.g., what are your dues, how many members do you have, how much financial support do you get from the school administration, do you have a formal onboarding process for new members and what does it look like, etc.).

Suggested process and timeline	
• Solicit questions from associations	10-12 weeks
• Receive responses from associations, and • Compile a survey document	7-9 weeks
• Send survey document to associations	5-6 weeks
• Receive survey document responses, and • Compile responses and comparisons	4 weeks
• Forward responses and comparisons to attendees • May consider including copy in conference meeting materials)	2 weeks

  - o This saves a lot of time at the conference going around the room answering member questions. Members can still ask questions about the answers at the conference.

- Conference room setup to promote discussion -- with lots of elbow-room

  - o Open U table worked well for speakers. Suggest that instead of square corners … put corner on angle. (sort of "octagon shape – but without the bottom side). That way if you are sitting on a side, you can see who is on the "corner". DEFINITELY add more space between chairs around the square

  - o May want to consider a bit of a change to the room layouts …. Since bylaws state that each association is allowed 2 'voting' delegates …. Maybe do 2 squares ….one inside the other …. Something like diagram below … where the inside are 2 representatives, and the outside are the other attendees from each school. There are some

disadvantages to this setup …. And maybe microphones might be needed. Additionally, it might "feel" not everyone in attendance is "equal" and all opinions welcome or valued. I'm sure that they are more options or different room set-ups that could be used.

```
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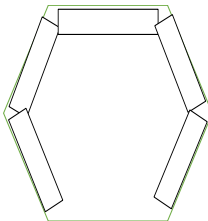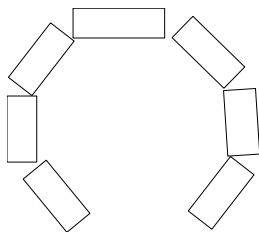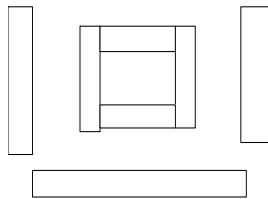
APPENDIX H – Establishing a Committee – Sample Form

Responsibility	Committee Member	Phone	Email
Venue			
Accommodation			
Conference Program			
Speakers/Presenters			
Exhibits			
Registration			
Abstracts			
Marketing			
Printed Materials			
Audio/Visual			
Supplies			
Transportation			
Food			
Campus Tours & Other Events			
Sponsorship			

APPENDIX I – Conference Timeline Checklist – Sample Form

CONFERENCE TIMELINE				
our conference	area of responsibility	person responsible	deadline	signoff
Set up registration desk				
Ship materials to site				
AV requirements due				
Final deadline for meal orders				
Final deadline for accommodations				
Send program to attendees				
Publish program on website				
Final registration deadline				
Send program to the printers				
Reserve transport for speakers				
Reserve hotel for speakers				
Send room specs to venue				
Order 'goodie' bags/giveaways				
Early registration deadline				
Send out meeting invitations				
Registration Open				
Launch conference website				
Venue selection				
Site visits				
Finalize budget				
Determine goals and objectives				

APPENDIX J – Task Assignment – Sample Form

Registration

  Person Responsible:

Important Dates

  Open Conference for registration:

  Early bird deadline: _____   Final Deadline:

Tasks

1. Determine early-bird and final registration dates
2. Decide on a registration procedure (e.g. online, paper-based – or both)
3. Choose an online registration system
4. Determine the price for the conference
5. Determine which payment options you will accept (e.g. check, Visa, Mastercard)
6. Set up a merchant account for credit card payments
7. Decide on a cancellation policy
8. Create the registration form, including additional items such as:
   a. Meals and dietary requirements, food allergies
   b. Accommodation
   c. Transportation
   d. Sessions and workshops
   e. The social program
   f. Spousal packages
9. Publish your registration form (online and/or on paper)
10. Determine your onsite registration procedure and hire additional staff if necessary
11. Send confirmation of registration to delegates upon receipt of payment
12. Create conference packages
13. Meet your staff or volunteers onsite and get ready to greet attendees

APPENDIX K – Registration – Sample Form

Registration materials – include a map and directions to venue/hotel

<div style="background-color:#d9d9d9; text-align:center;">

REGISTRATION FORM

</div>

Big Ten Retirees Association Annual Meeting on _____
Registration deadline date _____

Payment in full, by check, credit card, or money order, must accompany this form. This form may be duplicated for additional registrations. Please print in ink or type. Registration confirmation will be sent to the email address that you provide. Include all information requested and return the completed form to _____ by _____. You may register and pay online at
_____

PLEASE PRINT
Last name _____ First name _____ Middle initial _____
Email address _____
         Your email will be used to communicate confirmation and logistical information regarding the meeting.
Institution, company or organization _____
Position/role _____

Please check one: ○ Work address   ○ Home address
Mailing address (no. and street, or box no.) _____
City _____ State _____
ZIP code _____ Country _____
Phone number _____ Mobile number _____

Enter your name as you would like it to appear on your name badge
First name _____ Last name _____

Special Dietary needs/accommodations (if none, leave blank) _____

I am attending as the   ○ Institution Voting Delegate   ○ Institution Alternate   ○ Institution Observer

Registration Fee
   ○ $175 Official Delegate by July 3   ○ $125 Non-official Delegate by July 3
   ○ $200 Official Delegate after July 3   ○ $150 Non-official Delegate after July 3

Confirmation
You will receive confirmation by email; if you do not provide an email address, you will receive confirmation by postal mail.

Substitutions
Anyone who is registered but cannot attend may identify a substitute. A full refund will be issued after the substitution registration has been completed. A registration form and full payment by the substitute are required. Substitutes are eligible to register at the same fee.

Payment
Your payment, in full, must accompany your registration form.

Enclosed is a check or money order for the amount indicated, signed and payable to The Pennsylvania State University.
   ○   Enclosed is a purchase order (made payable to _____)
   ○   Personal credit card
   ○   Business credit card

   ○   Credit card: May be mailed or faxed. ○ American Express   ○ MasterCard   ○ Visa   ○ Discover
Cardholder's name (please print) _____
Cardholder's signature _____
Cardholder's phone number _____
Credit card billing address (no. and street, or box no.) _____
City _____ State _____ Zip _____
Credit card number _____ Exp. date (month/year) _____
      (Credit card charges cannot be processed without signature and expiration date.)

Send All Registration Pages to:
Include address

APPENDIX L – Conference Budget Samples and Observations

Summary of Revenue & Expenses
2019 Big Ten Retiree Association Annual Meeting
Hosted by University of Illinois at Urbana-Champaign (UIUC)

Direct Costs

I-Hotel/Conference Center Meeting Room Charges		$2,295.00
I-Hotel/Conference Center Catering Charges		$3,619.62
• Friday Afternoon	($198.16)	
• Friday Reception/Dinner	($1,796.87)	
• Saturday Morning	($180.2)	
• Saturday Mid-Morning	($104.37)	
• Saturday Lunch	($665.45)	
• Sunday Morning	($140.28)	
• Sunday Mid-Morning	(104.37)	
• Sunday Lunch	($429.84)	
President's House Reception		$1,750.00
Saturday Evening Dinner		$2,324.87
• Classic Events Catering	($1,547.50)	
• Alumni Center Charge	($777.37)	
Conference/Event Services*		$4,377.59
Bus Tour/Transportation		$766.00
Event Liability Insurance		$165.00
"Goody Bag"—Pens, Folders, Notebooks		$250.47
	Total Direct Costs	**$15,548.55**

Revenue Available

Conference Registrations		$5,475.00
• Regular Attendees	($4,725.00)	
• Guests	($750.00)	
President's Office		$1,750.00
Balance from SUAA-UIUC Treasury		$8,323.55
	Total Revenue	**$15,548.55**

_____

*Includes all registration services and post-conference evaluation.

UIUC Summary

Total expenses for the Conference were $15,548.55.

These were offset by revenue from three sources. Conference registrations for both attendees and guests totaled $5,475.00 from 27 attendees and 6 guests. The University of Illinois President's Office covered the cost of the Saturday afternoon reception at the President's House. And the general operating budget of SUAA-UIUC (our local chapter of the statewide Annuitant's Association) provided the balance of $8,323.55.

In addition to the direct costs assigned to our chapter budget itemized in the attachment, the chapter covered registration costs for six SUAA-UIUC attendees, and the total commitment of support from the President's Office was $3,000.00.

Observations

First, while this may sound odd coming from a former CFO, I will tell you that for most of our planning decisions, cost was not a dominant factor. For example, we knew from the outset that we wanted the conference venue to be the I-Hotel and Conference Center. That decision was based on convenience to and accommodation of the participants, and on our multiple successful meetings held at the Conference Center. Could we have found a less expensive option? Probably -- but not one we would have preferred. Similarly, we could have held dinner on both Friday and Saturday evening at the Conference and reduced meal costs a bit. But we preferred to use the Alumni Center and another caterer for variety.

Second, we also knew from the outset that our chapter was not well-equipped to handle the registration process and particularly the use of credit cards for payment -- clearly the standard expected from virtually all registrants. So we contracted for registration services from the University Office of Conference and Event Services. In addition to all registration activities, including production of name tags and staffing the registration table on Friday afternoon, the Office arranged for the bus tour and implemented the post-conference evaluation. To the extent that your organizations can provide these services through staff or volunteers, this is one area where a substantial cost reduction in our expenses could be achieved.

Third, we decided quite early that we would not seek an increase in the conference registration fee. This was due largely to the planning committee's sense that our chapter budget was adequate to absorb whatever costs were incurred above the registration fee revenue and President's Office contribution. In retrospect, and particularly in light of the discussion of the conference fee at our business meeting, I wish we had been more sensitive to the issue of using modest annual increases over time instead of a large increase when unavoidable.

Fourth, as you will see from the table, we did not pay honoraria (honorariums?) to our speakers nor to our performers. We discussed the need to do so if asked, but the issue was not raised.

Fifth and finally, if I were doing this over, I would start early enough to get contributions from appropriate local organizations to cover costs for things like the "goody bag," printing and publicity costs and perhaps the Friday evening reception. We could have done that but did not, and that is one improvement our internal evaluation will cite. We did get help from the local convention and visitors bureau thanks to Bill Williamson's persistence.

I hope this information is useful in some way. Please let me know what more might help.

Steve Rugg (steverugg66@aol.com)

Summary of Revenue & Expenses
2018 Big Ten Retiree Association Annual Meeting
Hosted by Penn State

INCOME	Number	Unit cost				Total
Registration						
Delegates @ $175 ea	22	$	175.00	$	3,850.00	
Non-delegates @ $125 ea	9	$	125.00	$	1,125.00	$ 4,975.00
Grants/Donations						
Penn State - Provost's office				$	2,500.00	$ 2,500.00
Individual meals						
Friday	20	$	50.00	$	1,000.00	
Saturday	0	$	50.00	$	-	$ 1,000.00
Total Income				$	8,475.00	**$ 8,475.00**
EXPENDITURES						
Registration						
Conferences & Institutes Set-up				$	800.00	
Per registration	23	$	25.00	$	575.00	
Name badges				$	17.95	
Folios	25	$	0.95	$	23.75	
Credit card fees	23	$	4.40	$	101.20	$ 1,517.90
Goodie Bags						
Brief cases (Delegates only)	25			$	530.31	
Rick Alley book (Delegates only)	23	$	22.36	$	514.28	$ 1,044.59
Thank You's						
Guest speakers Gift cards	2	$	50.00	$	100.00	$ 100.00
Meals						
Friday dinner	55	$	50.00	$	2,750.00	
Saturday breakfast	31	$	22.00	$	682.00	
Saturday lunch	31	$	25.00	$	775.00	
Sat. Dinner Harrison's - catered meal	42	$	50.00	$	2,100.00	
Sat. Dinner Mt. Nittany Winery - wine				$	225.00	
Sunday breakfast	31	$	22.00	$	682.00	
Sunday box lunch	31	$	18.00	$	558.00	$ 7,772.00
Mixers						
Friday pre-dinner	55	$	9.50	$	522.50	
Friday Wine chit	55	$	8.00	$	440.00	
Friday bartender	1	$	75.00	$	75.00	
Saturday Winetasting etc.	40	$	10.95	$	438.00	
Saturday Munchies, supplies, etc		$	150.00	$	150.00	$ 1,625.50
Breaks						
Saturday a.m.				$	100.00	
Sunday a.m.				$	100.00	$ 200.00
Transportation						
Saturday tour & dinner	1	$	725.00	$	725.00	$ 725.00
Handouts						
Paper/copying costs/handouts				$	300.00	$ 300.00
Total Expenditures				**$**	**13,284.99**	**$ 13,284.99**
Support requested				$	4,809.99	$ (4,809.99)
Possible eliminations:						
Fri. social wine chit	$440.00					
Fri bartender (depends on sales)	$75.00					
Rick Allee book	$514.28					
Sunday box lunches - locals (7)	$126.00					
TOTAL	$1,155.28	Revised need	$	(3,654.71)		

Penn State Observations

Attached is the working budget that we developed. I do not have a 'final report' in my files, but as I recall, the Club (at that time; we are now called the Penn State University Retirees Association) ended up contributing approximately $4,000 toward costs. We did eliminate the Friday wine social chit and the Rick Allee book; I am not sure about the Sunday box lunches for locals.

- The Provost's Office provided $2,500 in support
- We used Conferences and Institutes to handle credit card registrations. Unfortunately, their fees were much higher than expected. Non-registered participants were encouraged to send their registrations with checks rather than using credit cards.
- You will learn that most other Universities provided more financial support to their Associations.

I don't think I can find a lot more in terms of details, but if you have any questions, I will do my best to respond.

E. Alan Cameron (eajabaka@gmail.com)

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Summary of Revenue and Expenses
2022 Big Ten Retirement Association Annual Meeting
Hosted by Northwestern University
August 1-3, 2022

	Actual	**Estimated**
Event Space	$1390.00	$1390.00
AV	408.00	1240.00
Food and Beverage	11,955.50	15,000.00
Entertainment	375.00	400.00
Welcome Bag	1,006.50	600.00
Transportation/Parking	4,012.00	4,500.00
Signage	00.00	300.00
Total Cost	**$19.147.00**	**$23,430.00**
Revenue	5,275.00	10,000.00
Net Cost	$13,872.00	$13,430.00

Submitted by Al Telsar, 2022 Conference Chair

APPENDIX M – Conference Agenda Sample

Big Ten Retirees Association Annual Conference
Nittany Lion Inn, Penn State University, University Park, Pa
August 3 – 5, 2018
Agenda

<u>**Friday, August 3**</u>

2:00 – 4:00 p.m.	Registration	Rotunda, Nittany Lion Inn
4:00 p.m.	Keynote address	Meeting Room

Finding the Good News on Climate and Energy, by Richard Alley, Evan Pugh Professor, Department of Geosciences

5:30 – 6:30 p.m.	Social Mixer	Alumni Lobby, Nittany Lion Inn
6:30 – 8:00 p.m.	Dinner	Alumni Lounge, Nittany Lion Inn

Welcome on behalf of the University, and after-dinner conversation with **Nicholas Jones**, Executive Vice President and Provost

<u>**Saturday, August 4**</u>

7:00 – 8:00 a.m.	Breakfast (Dining Room breakfast buffet)	Penn State Room
8:30 – 10:00 a.m.	"Around the Room"	Penn State Room

Summary information from all Associations/Clubs. What works well in our clubs?
How can we help each other to improve, expand, serve our members, attract more
members, improve service to our institutions? What do we receive and what should
we hope to receive from our institutions as retirees?

10:00 – 10:15 a.m.	Break, with coffee, tea, water	
10:15 – 11:30 a.m.	2018 Retiree Benefits	Penn State Room

Jill Musser, Manager, Benefits Program, Human Resources, Penn State

11:45 – 1:00 p.m.	Lunch (Build your own Lunch Buffet)	Alumni Lounge
1:15 p.m.	Bus departs from Nittany Lion Inn for Old Main (Group photo)	Main Lobby
1:30 – 2:30 p.m.	View Land Grant Frescoes, painter: Henry Varnum Poor.	

History and interpretation by **Anne Riley**, Trustee Emeritus

2:30 p.m.	Board bus Campus Tour & The Arboretum at Penn State

Jane Wettstone, narrator

4:30 p.m.	Bus departs Arboretum for return to the Nittany Lion Inn	
5:10 p.m.	Bus departs Nittany Lion Inn for dinner	Main Lobby
5:30 – 6:30 p.m.	Wine tasting; social time	Mount Nittany Winery
6:30 – 7:30 p.m.	Buffet dinner	
7:30 – 8:15 p.m.	*Penn State and AccuWeather – A great relationship*	

by **Barry Lee Myers**, Co-Founder and CEO, Accu-Weather

8:30 p.m.	Board bus for return to the Nittany Lion Inn

ENJOY THE EVENING AT YOUR LEISURE

<u>**Sunday, August 5**</u>

7:00 – 8:00 a.m.	Breakfast (Dining Room breakfast buffet)	Penn State Room
9:00 – 10:30 a.m.	*Connecting Generations: Learning, Working, Living*	Meeting Room

by **Dr. Amy E. Lorek**, Research Associate, Center for Healthy Aging

10:40 – 11:00 a.m.	Annual Meeting, Big Ten Retirees Association	Meeting Room
11:00 – 11:45 a.m.	Parking Lot Discussions	Meeting Room

Now is the time to bring up anything that we should have talked about but haven't done so yet!

11:45 – 1:00 p.m.	Box lunches available for all registrants

SAFE JOURNEYS HOME!
UNTIL NEXT YEAR, AT THE UNIVERSITY OF ILLINOIS AT URBANA - CHAMPAIGN

APPENDIX N – BTRA Annual Business Meeting Agenda Sample

Call to Order..Conference Chair

Roll Call of Associations

Illinois	Michigan State	Ohio State
Indiana	Minnesota	Pennsylvania State
Iowa	Nebraska	Purdue
Michigan	Northwestern	Wisconsin

Minutes (previous conference business meeting)

Old Business

New Business

1. Schedule Review of Hosting Associations

2023	University of Wisconsin-Madison	**2029**	Purdue University
2024	The Ohio State University	**2030**	Pennsylvania State University
2025	University of Michigan	**2031**	University of Illinois
2026	University of Minnesota	**2032**	University of Iowa
2027	Michigan State University	**2033**	Indiana University
2028	University of Nebraska	**2034**	Northwestern University

2. Presentation and Invitation to the _____ Conference in _____
3. Bylaw amendments
4. Conference handbook
5. Rutgers, Maryland potentially joining BTRA
6.

Announcements

   Dates of other upcoming conferences

Adjournment

APPENDIX O – Topics Addressed for Conversation and Sharing

A time for sharing should be incorporated into the conference. The host association can develop a discussion topic list or request ideas from the attendees to start the discussion. See **APPENDIX G** for information on a suggested pre-conference questionnaire.

Encourage associations to bring folders of documents that you feel would be helpful to other associations, e.g., new member orientation, board onboarding, board member bios, bylaws, policy and procedures, and communication plans.

Host association may wish to have a whiteboard or flip chart to be used as a parking lot to record other topics to be discussed. Below are some previous topics.

- What have been your most successful strategies/initiatives for keeping retirees engaged with your association?
- What have been the biggest challenges you have faced in keeping retirees engaged?
- Membership management methods/ software used
- BTRA Comparison Spreadsheet. **See APPENDIX Q**
- Discussion of value of groups/individuals joining AROHE (Association of Retirement Organizations in Higher Education)

- Operational related items: software, operating procedures, newsletters, communication successes, lessons learned, hybrid meetings, what equipment being used
- How is your retirement association coping with move to virtual delivery of programs?
- Sponsorship of activities

APPENDIX P – Post Conference Evaluation

It is suggested to conduct a post-conference evaluation within 10 days of the close of the conference. The results of the evaluation should be shared with the BTRA Administrative Board for future planning. A sample evaluation follows.

1. On a scale of 1-7, (7 being highest), how would you rate the 2022 BTRA conference?

Needs Improvement   Excellent

1	2	3	4	5	6	7

2, What did you like most about the conference?

_____
_____

2. What did you dislike about the event?

_____
_____

3. How would you rate the organization of the conference?

Very poor	Poor	Acceptable	Good	Very good

4. Have you attended a previous BTRA annual conference?   _____Yes   _____No
If yes, which meetings? _____

5. Did the conference meet your expectations?   _____Yes   _____No

6. Overall, how satisfied were you with the Conference?

Very dissatisfied	Dissatisfied	Neutral	Satisfied	Very Satisfied

7. What topics would you like to see covered at future conferences?

_____
_____

8. Do you have any other comments/suggestions to improve future Conferences?

_____
_____

APPENDIX Q – BTRA Comparison Spreadsheet

in many ways each BTRA member association is similar and yet there are many ways that they are different. For a number of years, the associations annually responded to a questionnaire circulated by the hosting association prior to the annual conference, with results distributed at the conference. Following a conference several years ago, the results were compiled into one document for ease in comparing the associations.

Each year, the hosting association should inquire if the other associations would like a comparison topic added to the spreadsheet. Then the hosting association should circulate the Comparison Spreadsheet requesting review and changes, compile and update the information and finally distribute at the annual conference. This review should occur several months prior to the annual conference.

This document has been renamed the BTRA Comparison Spreadsheet. A copy of the 2022 comparison follows on the next page.

ACTIVITY	ILLINOIS	INDIANA	IOWA	MICH	MSU	MINN	NEB	NU	OSU	PSU	PURDUE	WISC
Year began	1971	1975	1995	1953	1949	1976	1961	2001	1983	1947	1976	1999
Number of retirees/emeriti*			715 (Association members)	10,000	4,700	552		~650	>20,000	>6,000	>5,000	2,100
Living locally			579	5,000	605	527	466	~350	>12,000		65%	1
Membership	1,850	420		2,079			662	650	>2,700	1,187		
growing/declining	D		G	G	G	expect G		G slowly	slight D	G slowly	G	G slowly
Active members		~100	~250	n/a	600	228	150	120	110	~250	>2,900	20-25%
Dues (state and local)	$41/yr	$25 1yr; $30/couple	1 yr free, $10/yr or $25/3 yrs, (incl spouse, partner)	$15/yr	none	$30 single, $40 couple	1 yr free, then $25/yr	none	$25/yr w/spouse, $500 life	1yr free; $15/3 yrs (incl spouse, partner)	none	$30/yr; $150/6 yr; $400/life (incl. spouse/partner)
Exec. Comm/Board number	12	8	12	15	8	5 + 12	17	5+6+2	26-28	12	15	14
Newsletters/yr	2	8	10	3	7	8	2	4	12	4	10	10
General meetings/yr	2	8	1 general + monthly mtgs	9	Sept-May	8	5 or 6	9	11	6	12	1 annual mbrshp mtg + 30-40 program seminars
Interest groups	none		2	n/a	15	5	OLLI	3 (developing more)	8+10 comm.	n/a	yes	10
Joint programs with OLLI	no		no	no	no	no	2/term	no	no	no	no	no
Formal relations with Alumni	no		no	exploring	no	no	yes	no	w/in alumni assn.	no	no	developing
Dedicated space	Small Campus office	Meeting space	no	Small office & mtg. room access	yes	no	Room access	Small office & mtg. room. Access to larger rooms	file, cust. Serv. Staff	no	no	small cubicle
Primary liaison with home University (NB: different than "formal relations with Alumni" [above])			None	Human Resources for President's Office				Provost's Office	Alumni association	Human Resources	Human Resources	none
Access to Univ. licensed software (Y/N)			N	N			Y	Y		No	No	No (Institution license no longer allows)
Free (F) or Purchased (P)			-	Access to data			P	P			-	
Approximate annual operating budget			$7,000	ca. $40,000			ca. $17,000	ca. $20,000 plus salary for a 15 hr part time person		ca. $8,000	$17,000	$56,000
Source(s) of funds (e.g., dues, Univ. sources, outside sources?)				Dues, contributions, sponsorships, small grants from the University			Dues & Interest from Funds at NU Foundation	Provost		Dues	University	Dues, event fees, interest

* Query from AI: does this mean ALL retirees or those active in your organization?

Rutgers and Maryland not included, no info