

Date: September 2, 2020

With 2024 addendum by Ron Matross, page 6

To: UMRA Webmaster

From: Jerry Rinehart, Past President

Re: UMRA Past President's Toolkit

In addition to serving on the Executive Committee and filling in for the President as needed, the Past President's primary responsibility is to chair the nominating committee. This file contains key communications and documents related to that activity in 2020.

Chairing the nominating committee entails the following:

- Working with the Board of Directors to identify and select nominating committee members (January-February);
- Setting agendas for and presiding over nominating committee meetings (February-April);
- Working with nominating committee members to identify and recruit nominees for the various positions. Each year positions to be filled include President-Elect, Treasurer, Secretary, and at least three new or renewing board members (March-April);
- Bringing a slate of candidates to the Board for review and approval in April;
- Publishing bios and background information about the candidates in the May newsletter;
- Coordinating the election process in conjunction with the current President (May-June).

Details on these functions follow.

1. Call for nominating committee members

Typically published in the November UMRA Newsletter

The UMRA Board is seeking three volunteers to serve on the nominating committee for the Board of Directors and officers for the coming year. Please consider this opportunity to become engaged and/or to suggest someone else for the committee. In addition, please consider putting yourself forward for one of the open positions (which will be announced in the next few months).

The nominating committee consists of these three volunteers, and two Board members (the immediate Past-President, who chairs the committee, and one additional Board member). To

identify and put forward a strong pool of candidates, we are seeking a diverse committee with an extensive collective familiarity with the membership. This activity does not involve a significant time commitment—likely two or three meetings with additional email and telephone exchanges.

Member involvement is essential to UMRA's success, particularly in determining leadership for the organization. Please let me know if you are interested in helping in this way or if you would like additional information on the work of the Board.

Jerry Rinehart (g-rine@umn.edu)

2. Nominating Committee in-person meeting materials and summary

February 5, 2020

Nominating Committee: Rebecca Anderson, Jean Kinsey, Ron Matross, Frank Cerra, Jerry Rinehart

Nominating Committee Meeting
February 18, 2020
Agenda Materials

- * Introductions
- * Positions to be filled
- * General qualifications desired
- * Candidate idea generation
- * Follow up assignments

Returning Board Members 2020-21

1. Will Craig
2. Eric Hockert
3. Cherie Hamilton
4. Claudia Parliament
5. KaiMay Terry
6. Gloria Williams
7. Ron Matross

Standing for election to second term:

8. Cathy Lee Gierke
9. Vernon Cardwell

Members leaving Board who need to be replaced

Jeanne Markell (served 2 full terms)

Richard Poppele (resigned)

Frank Cerra (to be President-Elect)

Executive Committee members needing replacement

Carl Adams (Treasurer, resigned)

Lynn Anderson (Secretary, resigned)

Jerry Rinehart (automatically replaced by new Past President, Bill Donohue)

2019-2020 Board Demographics (as of 3/23/2020)

	Male	Female	P&A/CS	Faculty	Other/Spouse	Persons of Color
Exec Cmte (5)	4	1	4	1		
Board (12)	4	8	5	5	2	
Overall (17)	8	9	9	6	2	2

Meeting Summary: *This in-person meeting produced an extensive list of candidates to be pursued for each open position. Each committee member was assigned candidates to call to identify their interest in being nominated.*

3. Update and Formal Approval of Nominating Committee Members

Date: March 5, 2020

Information/Update Rinehart Presented to UMRA Executive Committee

While the committee membership was presented to the Board in February, the Board did not formally approve the appointments. Nonetheless, the committee has been active, and our intention is to bring a slightly adjusted list of nominating committee members to the Board for formal approval at the March meeting. [An additional, non-Board member (Marj Savage), was added to the Committee, and President-Elect Cerra was identified a non-voting member]

The committee roster to be presented in March is as follows:

Chair, Jerry Rinehart (Past President/Board Member)

Ron Matross (Board member)

Rebecca Anderson (Non-Board member)

Jean Kinsey (Non-Board member)
Marjorie Savage (Non-Board member)

Frank Cerra, UMRA President-Elect, is serving on the committee as a non-voting, ex officio, member.

Follow up: *Due to the COVID 19 pandemic, the March Board meeting was cancelled. The Nominating Committee (as identified above) continued its work to assemble a full slate of candidates.*

4. Summary for 2020 Nominating Committee File

Date: August 22, 2020

From: Jerry Rinehart
To: UMRA Archive Files
Re: Approval of 2020-21 Board Members and Officers

From late February through late March, the Nominating Committee continued to contact potential nominees and secure the slate of candidates to be presented to the membership in the April Newsletter. It was determined the election would be held electronically, as conveyed in the following summary:

Due to the cancellation of the annual May meeting (due to the COVID 19 pandemic), new members of the board were elected electronically. Following publication of the Nominating Committee's slate of candidates, President Donohue sent a message to the full membership soliciting any additional nominations. Receiving no additional nominations, and no votes opposing the proposed slate, election by acclamation was declared and approved by the Board at its meeting on May 20, 2020.

2020-2021 Board Demographics (as of July 1, 2020)

	Male	Female	P&A/CS	Faculty	Other/Spouse	Persons of Color
Exec Cmte (5)	4	1	4	1		
Board (12)	4	8	7	5	2	
Overall (17)	8	9	11	6	2	2

UMRA Key Personnel 2020-21

Officers and Board Members

Officers		
President	Frank Cerra	612-201-1563
President-Elect	Jan Morlock	612-518-1091
Past President	Bill Donohue	651-644-9033
Treasurer	Greg Hestness	612-490-7046
Secretary	Gary Engstrand	612 799 0990
Other Board Members		
Past President*	Jerry Rinehart	612-802-5627
Past President*	Chip Peterson	651-699-4286
Past President*	Donna Peterson	651-386-2641
2020-2023	Vern Cardwell	612-666-8197
2019-2022	Will Craig	612-377-8888
2020-2023	Cathy Lee Gierke	651-208-8402
2019-2022	Eric Hockert	651-528-8099
2020-2023	Cherie Hamilton	612-929-0233
2018-2021	Claudia Parliament	612-986-5678
2019-2022	Ron Matross	651-895-9980
2020-2023	Barb Shiels	651-329-9656
2020-2023	Jan McCulloch	763-786-2287
2020-2023	Cathrine Wambach	763-486-7030
2018-2021	KaiMay Terry	952-933-4963
2018-2021	Gloria Williams	952-920-7553

*Non immediate Past presidents are invited to continue service on the Board to fill out a six year term of service.

Addendum to Nominating Committee Toolkit
Ron Matross, 2023/24 Past President and Chair

Publishing deadlines for the UMRA newsletter necessitate a shortened timeline for the nomination process

- The slate of candidates must be presented for approval to the Board at the Board's March Meeting. This is because the publication deadline for the May newsletter is April 5.
- The candidate slate will be presented to the membership in the May newsletter.
- Member voting takes place via online poll during the first two weeks of May.