

## University of Minnesota Retirees Association (UMRA)

DATE: June 13, 2024  
TO: UMRA Officers and all UMRA members  
FROM: John S. Anderson, Moderator of UMRA listservs  
RE: Listserv Toolkit

### Manage listservs (UMRA-Members and UMRA-Board)

- Add new members to UMRA-Member listserv each month.
- Role of moderator - review messages submitted to listserv - approve for distribution if appropriate, reject if not appropriate. Regular messages are UMRA Newsletters, announcements of special activities, URVC volunteer projects.
- Delete names from listserv when listserv sends error message (unable to deliver message). Inform Database Manager and Webmaster of these deletions.
- Delete non-renewing members once a year. Consult with Database Manager and Webmaster about which names to remove and the timing of the purge.
- Update UMRA-Board listserv in July to reflect changes in Board membership.
- Inform UMRA Officers of persons on UMRA-Board listserv at beginning of their term in office.
  
- Since the University recently announced that *umn.edu* email addresses will no longer be available to retirees after December 2024 (except emeritus faculty), many UMRA members will be adopting new email addresses which will need to be added to the listserv. Members should be advised to change their contact information (email address) in the UMRA membership directory and database. The UMRA webmaster will query the database monthly and reload all the addresses to the UMRA-Members listserv.

Current listserv moderators are:

John Anderson, Cathy Lee Gierke and Virgil Larson

Access to listserv for management purposes: <https://lists.umn.edu>

Requires moderator's email address and password