

**TOOL KIT FOR UMRA CARES COMMITTEE**  
*Submitted by chair, Jeanne Markell, August 2025*

**2023-24 Committee Members & Liaisons:**

Jeanne Markell: chair, delegator, and donation oversight  
Nancy Helmich: author, condolence - Twin Cities campus  
Kathleen O'Brien: author, condolence - coordinate campuses, ROCs, UM Extension  
*Virgil Larson: liaison, membership database manager*  
*Kris Mortensen: liaison, UMRA newsletter editor*  
*Kristy Frost- Griep liaison, UMRA treasurer*  
*Katie Goodin*  
*Lynn Praska: liaison, UMN Foundation*  
*Julie Wallace: liaison, UMRA Archivist*

**Committee Mission/Activity:**

This is a three person committee that partners with a number of liaisons to carry out its mission: 1) Collect death information on retirees; 2) send condolences to families; and in the case of member deaths, 3) inform our members of deaths via the UMRA newsletter's *In Remembrance* column and 4) make donations in the deceased member's honor to the memorial of their choosing. It's been effective/efficient for this committee to operate by phone and email since many of the tasks are routine. Members devote considerable time to this work, which demands attention all the calendar year. At the close of the fiscal year the group assesses accomplishments and directions for the coming year.

**Workflow (continuous for all 12 months):**

- We gather and share information about deaths of all U of MN retirees, send condolences (Kathy or Nancy) to families when we have contact information. In the case of UMRA member deaths, we inform members via the UMRA newsletter. For members, a \$30 UMRA donation goes to the named memorial cause.
- Jeanne coordinates this effort as deaths become known to her via OHR, published obituaries or word-of-mouth. She checks UMRA member status with Virgil and sends assignments to Kathy and Nancy for sending condolence cards. Expenses for cards and postage are covered by UMRA treasury.
- Jeanne sends \$30 memorial checks from UMRA when a member dies. Donations go to family's preference and if none is identified the contribution goes to the Research Grants program, UMF fund # 4867. Every few months Jeanne submits copies of donation letters and checks to the treasurer for reimbursement.
- There are four issues of the UMRA newsletter: Sept-Oct, Nov-Jan- Feb, March-April, & May; Jeanne submits to Kris Mortensen the list of names and relevant data for the deaths of retirees who have been UMRA members at some point in their retirement. Names are not listed unless there is a published obituary or with permission of family members.
- Each summer the chair submits an annual report of the committee year activities and also a report to the UMRA archivist. Copies of these reports for 2024-25 are attached below.

***Note: A proposal for protocol change for donations has been submitted to the UMRA board. If approved, the committee will in the future make all member memorial contributions to the Foundation fund #4867.***