

DATE: October 14, 2025

TO: Jerry Rinehart, Organizational Continuity Committee Chair (OCC)

FROM: Jerry Rinehart, Cathy Gierke Co-Chairs

RE: Annual Report for OCC

The Organizational Continuity Committee is charged with promoting policies and processes that **facilitate continuity from one cohort of leaders and members to another**. This includes ensuring that web-based information and other key **organizational documents are accurate and up-to-date**; maintaining an archive of UMRA activities, leadership personnel, policies, and procedures; and collecting materials about UMRA activities and providing them to University Archives.

We send a call for Annual reports, toolkits and web content updates over the summer to a curated list of people. Templates for the annual reports and toolkits are included to help respondents know what is important to the board, and assure we get date/organization/topic.

- Committee members: Chair Jerry Rinehart; Webmaster Cathy Gierke; UMRA President; UMRA Secretary Laura Koch; UMRA President-elect Diane Young; UMRA Membership and Communications Committee Chair Ron Matross.
- Meetings: With a system in place for collecting relevant materials and tracking UMRA activities, and with the heavy engagement in selecting and migrating UMRA to a new web and database system (Wild Apricot), the OCC did not meet formally in FY24. The co-chairs worked together to get the “call for annual reports” out to the various committees, interest groups etc.
- This years’ reports have been distributed to the committee member for their review. Each committee member has three-five reports which they will summarize for the co-chairs to present for UMRA Board of Directors at their October 2025 meeting. The reports will focus on key activities, challenges noted, and highlights from their assigned annual reports.
- Key outcomes/accomplishments of this committee this year:
 - The system created to call for and collect reports worked effectively this year, though, of the 37 reports requested, 27 received—approximately 60%.

- The OCC is in the process reviewing all reports received and in preparing to present key information to the UMRA Board in October 2025. Using a shared drive to store all reports and files relevant to Annual Report and Tool Kit review has worked very effectively, allowing OCC members to easily access their assigned reports and materials.

 - Board meetings and other sub-groups appear to have shown increased attention to documenting discussions that result in new or changed policies, and/or issues that are of concern.

 - Concern going forward:
 - UMRA does not have a Historian or Archivist. The importance of these positions needs to be evaluated.
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