

OCC Took Kit Materials for FY 25

1. Letter to OCC regarding review of annual reports and tool kits in October

The FY25 Organizational Continuity Committee consists of the Committee Co-Chairs (Jerry Rinehart and Cathy Lee Gierke), the FY25 President and President-Elect (Julie Sweitzer and Diane Young), the Secretary (Laura Koch), and the chair of the Communication and Membership Committee (Ron Matross). The committee has not needed to meet this past year, but we are still responsible for providing a report to the UMRA Board each fall highlighting significant information contained in the annual reports and tool kits.

Cathy and I have divided up the reports and associated tool kits, so we each have a manageable number of areas (3-5) to review and summarize. Rather than each of us give a report orally to the Board, in the past I collected the OCC summaries and provided the overview of the everyone's comments. This year Cathy and I will organize the information you send us and put together the report on our findings.

Please see the attached table laying out the specific areas which have been assigned to you. After identifying your areas, click the link below to access the folders containing all UMRA reports and tool kits. The materials there are the focus of the written summary you provide to Cathy and me.

Your comments should include key activities, events, problems or opportunities found in each report or tool kit. In some cases, very little will need to be discussed; in others, important issues relevant to the individual organization or UMRA overall should be identified.

We would like your summaries as soon as possible, but at least by October 23. Thank you.

Here is the link to the full sets of FY25 Annual Reports and Tool Kits.

https://drive.google.com/drive/folders/1TYZ-sPBpxAB1FIltBzZs-0D4Jo19Krh7?usp=drive_link

Please let Cathy or me know if you have concerns or questions.

Table Listing each OCC member's assigned reports

2. Table of Assigned Reports for OCC Member Review

JERRY	CATHY
<p>Nominating</p> <p>Organizational Continuity</p> <p>URVC</p> <p>Journal of Opinions, Ideas and Essays (JOIE)</p> <p>Age-Friendly UMN Council</p> <p>UMRA Cares</p>	<p>Webmaster</p> <p>Benefits Advisory Committee</p> <p>PDGR</p> <p>Book Club 1</p> <p>Family History</p>
<p>JULIE</p> <p>President (Office of the Executive VP and Provost)</p> <p>Big Ten Retirees Association (BTRA)</p> <p>BTRA conference planners</p>	<p>DIANE</p> <p>Program (pres-elect)</p> <p>-Program - Host Team</p>
<p>LAURA</p> <p>Secretary</p> <p>Treasurer</p> <p>Board of Regents</p> <p>Photo Club</p>	<p>RON</p> <p>Communication and Membership</p> <p>Alumni Association</p> <p>Armchair Traveler</p> <p>Cabinets of Curiosity</p>

3. Email to leadership groups, requesting Annual Reports & Toolkits– sent in June

Date: June 12, 2025

To: [Liaisons & Representatives] or [Interest Groups] or [Board] or [Committees]

From: Julie Sweitzer, UMRA President

Jerry Rinehart & Cathy Lee Gierke, Co-Chairs, UMRA Organizational Continuity Committee (OCC)

Re: **Annual Reports and Toolkits from Liaisons & Representatives**

At the end of each fiscal year UMRA leaders are expected to prepare and submit annual reports, toolkits, and any appropriate archival documents, and also to revise and update their website pages. The Organizational Continuity Committee (OCC) is responsible for managing and monitoring this activity on behalf of the Board.

With this memo, the OCC is sending the overview and templates for you to use in preparation of your Liaisons' & Representatives' Annual Reports and Toolkits. The call for updates to archives, websites and web-based documents will be sent separately.

The OCC looks forward to receiving your annual reports and toolkits. The OCC will review all reports and present a summary to the Board of key issues, challenges, ideas, and outcomes that may be helpful to the organization as a whole. The OCC will also assure that all documents are posted to the UMRA website and will prepare materials for University Archives.

Toolkits: Updating or, if necessary, creating the toolkit for your area will ensure continuity and improve efficiency in carrying out its operations and essential leadership functions.

Examples: You should be able to access a copy of last year's annual report and toolkit on the UMRA website under the [Resources menu→GovernanceDocuments→Representatives & Liaisons Archives→\[your position\]](#).

Format: Please be sure every document includes the following: Date, your name and position, and document title (Annual Report, Toolkit, or other appropriate title). See the policy document, [Format Guidelines for UMRA Documents](#).

Submit to: Please submit your digital material to OCC Co-Chair Cathy Lee Gierke at leegi001@umn.edu, no later than August 31, 2025.

Thank you.

University of Minnesota Retirees Association

Attachment for Annual Reports & Toolkits email

FY25 Annual Reports

UMRA Officers

President (Office of the Executive VP and Prov)	Julie Sweitzer
Treasurer	Kristy Frost-Griep
Secretary	Laurie Koch

Committees

Nominating (past pres)	Eric Hockert
Program (pres-elect)	Diane Young
--Program - Host Team	Diane Young
--Program - Special Social Events	Jan Morlock
--Program - Cabinets of Curiosity	Sally Kohlstedt
Communication and Membership	Ron Matross
-- Membership: Benefits/Discounts	Bev Moe
-- Membership: Sponsorships	Bev Moe
-- Membership: database	Virgil Larson
-- Membership: News Editor	Kris Mortensen
-- Membership: Webmaster	Cathy Lee Gierke
-- Membership: Facebook	Kathy Jensen and Gary Engstrand
PDGR	John Bantle
UMRA Cares	Jeanne Markell
Organizational Continuity	Jerry Rinehart
-- OCC: Archivist & paper archives	---
-- OCC: electronic archives	Cathy Lee Gierke
URVC	Jerry Rinehart
Travel Tours	Cherie Hamilton
Journal of Opinions, Ideas and Essays (JOIE)	Kris Bettin

Interest Groups

Armchair Traveler	Lynn Anderson
Book Club 1	Pat Tollefson
Book Club 2*	Dorothy Marden, Maggie Catambay
Family History*	Craig Swan, Lynn Anderson
Financial and Legal Issues	Andy Whitman
Hiking Club	Bev Moe
Photo Club*	Craig Swan, Sheri Goldsmith May

Representative to UMN Organization (voting)

Benefits Advisory Committee*	Nancy Fulton, Russell Leupker
Campus Club Board	Ron Matross

Civil Service Senate (CSCC)	open
Senate Committee on Faculty Affairs (SCFA)	Michael Hancher
Age-Friendly UMN Council	Eric Hockert
Faculty Consultative Committee (FCC)	open

Liaison to UMN Organization (non-voting)

Senate Committee on Finance and Planning (S	Russel Luepker
Board of Regents	John Finnegan
Alumni Association	Will Craig
P&A Senate	

Non-UMN organization liaisons

Big Ten Retirees Association (BTRA)	Eric Hockert
BTRA conference planners	Eric Hockert (board)
AROHE*	Cherie Hamilton (pres elect)

Also attached were the templates for Annual Reports and Toolkits found at the bottom of the page <https://umra.umn.edu/governance-and-operating-documents> under **Organizational Continuity Resources.**

Email to leadership groups, requesting Web Content updates and Archives

Date: July 8, 2025

To: UMRA Website Owners and Content Providers, UMRA leadership

From: Julie Sweitzer, 2024-25 UMRA President

Jerry Rinehart and Cathy Lee Gierke, Co-Chairs, UMRA Organizational Continuity Committee (OCC)

Re: **UMRA Web Content Updates and Archives**

Consistent with UMRA policy on annually updating organizational materials, we are requesting you to update web pages or web-based information related to your area and to submit appropriate materials generated this past year for preservation on our site and the U Digital Conservancy.

The recently updated [UMRA Operations Manual](#) may be helpful as you consider this request.

Web content updates

The attached table identifies those responsible for updating and maintaining webpages and digital web archives. To prepare your submission:

- In the table, click on the link beside your name to see the document or webpage needing updating.
- To update documents, download the document, and open it with Word. In most cases, it should convert from PDF to Word automatically. If you need help contact Cathy, leegi001@umn.edu
- For web pages, copy the text of the web page into a Word document, and update as needed, looking for dates, names, policies, etc. that may have changed. Then send the Word document to us.

Format: Please be sure every document includes the following: Date, your name and position, and document title. See the policy document, [Format Guidelines for UMRA Documents](#).

Submit to: Please submit your digital material to OCC Co-Chair Cathy Lee Gierke at leegi001@umn.edu no later than August 31, 2024.

Thank you.

University of Minnesota Retirees Association

Web Content email attachment

If your name or position is listed below, click on the link and download the original document , or copy the webpage text ; update it; and email to me.	
Document	Document/page Owner (2024-25)
<i>Click on the link below to download the latest document to be updated</i>	
Secretary: all minutes and new policies	Lori Koch
Treasurer: final financial report, 2022-23	Kristy Frost-Greip
tax form	Kristy Frost-Greip
Personnel	Incoming President, Diane Young
Operating Manual	Outgoing & incoming Presidents
Organization Chart	Incoming President, Diane Young
Memorandum of Understanding (not sure when	Outgoing President, Julie Sweitzer
UMRA monthly speakers since 2004	Program Chair, Diane Young
UMRA workshops since 2006	Workshop chair, Diane Young
UMRA officers since 1992	Incoming President, Diane Young
UMRA board members since 1993	Incoming President, Diane Young
Bylaws	Outgoing President, Julie Sweitzer
URVC Bylaws	URVC Chair, Jerry
Membership Directory (even years)	Membership -- database, Virgil L (not sure when we do this next?)
Survey Results/Summaries	Ron Matross, others??
The below are all pages on the web	web page owner (current chair)
<i>Click on the link beside your name to find the page needing updating. Copy the text from that page into a Word document, and update it there to reflect our current circumstances. Then send me the Word doc.</i>	
Home-->About	Outgoing president, Eric H
Home-->About-->Umra Fact Sheet	Kris Mortensen
Map of Members	Will Craig (in odd years - 2023)
UMRA History	??
Leadership	Outgoing president, Julie S
Book Club I	Pat Tollefson, Kathy Cramer
	Dorothy Mardan, Margaret Catambay
Book Club II	Lynn Anderson
Armchair Traveller	Lynn Anderson
Family History	Craig Swan and Lynn Anderson
Financial, Legal	Andy Whitman
Hiking	Bev Moe
Photo Club	Craig Swan
Forum Reservations	Hostess chair, Diane Young
Social Events	Jan Morlock
Travel Tours	Cherie Hamilton
Member Benefits	Membership, Ron M
Join Renew	Membership, Webmaster/Host team
Member Discounts	Membership, Bev Moe
Resources	??
URVC	Jerry Rinehart
JOIE	Kris Bettin
PDGR	John Bantle
Sponsors	Bev Moe
Partners	Cathy, Bev Moe
Interest Group application form	Cathy;Change program chair name/
https://umra.umn.edu/form/newsgroup	Cathy