UMRA Board and Executive Committee
President's Annual Calendar of Ongoing Responsibilities
(suggested schedule, assigned month for reports can vary depending on issues)

September:

Program Committee report on plans for the year.
Operating Manual – Review and approve any revisions
End of FY Treasurer's Report
Budget review and approve
Membership and Communications: membership numbers
President report on meeting with Provost (MOU commits to annual meeting prior to September 1)
Reports:

- URVC

October:

End of year Financial Statement (fiscal year is July 1 to June 30)
Organizational Continuity Committee – preliminary report of recommendations
Special Social Events
Liaison Report:

- Health Care Benefits
- Alumni Association

November:

Representative Report: SCFA
Liaison Report:

- PDGR
- JOIE

December: (usually no meeting) Complete 501c4 filing (Treasurer) in early December

January: File form 990-N with the IRS at www.irs.gov/eo in early January (Treasurer)
Renew liability insurance annually (Treasurer).
Appoint Nominating Committee (chaired by immediate past president) so it can begin work by February
Quarterly Treasurer's Report
Representative Report: Consider offering presentation to Civil Service Senate, P&A Senate

February:

Decide who will attend BTRA in summer (usually current and incoming presidents)
Representative Report:

- Regents

- AROHE
- Travel

March: Quarterly Treasurer's Report
Nominating Committee presents slate of nominees.
Representative Report:

April: Quarterly Treasurer's Report
Representative Report: Age-Friendly UMN Council

May: Annual Meeting in addition to Board and Exec.
- Membership vote on officers
- Membership vote on any bylaw or governance document changes that require approval.

Summer: Board and Exec do not meet in June, July, August and December unless there is a special need. Program Committee usually initiates its work during the summer.
Quarterly Treasurer's Report distributed by email in July.

Monthly: Approve minutes from previous month. No formal vote required. Financial statements to be distributed but not necessary to have discussion more than quarterly, unless needed.

Standard Agenda

a. Call to order
b. Attendance
c. Agenda – additions and approval
d. Minutes from last meeting – review and approval
e. Program Committee
f. Financial report (treasurer submit report, discussion optional)
g. Rep/liaisons/committees (per yearly calendar)

Minutes (format) Consider this option:

h. Highlight action items (bold, red, …)
    i. What is the action
    ii. Who is responsible
    iii. When will it be completed (estimate)
i. Maintain list of action items from meeting minutes
    i. A separate document in a shared Google drive (WORD, Excel, database, …?)
    ii. Organized by date and "open, closed, completed"
    iii. Includes "what, who, when" and updates