

(Approved) MINUTES

UMRA BOARD

MONDAY, SEPTEMBER 28, 2020, 11:00 A.M.

ZOOM MEETING

**1. Introductions/Attendees:** John Bantle, Frank Cerra, Will Craig, William Donohue, Gary Engstrand, Cathy Gierke, Cherie Hamilton, Greg Hestness, Eric Hockert, Ron Matross, Jan McCullough, Jan Morlock, Kris Mortensen, Claudia Parliament, Chip Peterson, Donna Peterson, Gerald Rinehart, Barbaraara Shiels, KaiMay Terry, Cathrine Wambach, Gloria Williams.

**2. Approval of Minutes:** the minutes of May 20, 2020 were approved.

**3. Treasurer's Report:** Greg reported that the checkbook balanced on 9/1/20 and had a balance of \$5397. He has renewed UMRA's status with the state and needs to file a Form 990N for the federal government, which is pro forma. He is working on changing signature authority and changing to electronic banking. An account is being set up with the University to allow charges to be made for expenses from Zoom use that UMRA incurs. Frank will follow up with the Controller's Office to see that it gets done. Cherie agreed with Greg that there needs to be a statement with all expenses, including parking coupons, for the Board to review. There was brief discussion about whether UMRA is saving money because few parking coupons are being used; Greg agreed to look into the question.

**4. Reports of Committee Chairs:**

-- Jan Morlock reported for the Program Committee that UMRA has moved to three all-member events each month on the second, third, and fourth Tuesdays: an A.M. event, a workshop, and the Forum. They have also talked about a virtual December holiday event of some kind. The Committee has been inspired by the results of the member survey and by suggestions from the retreat. They are looking for new members, especially newer UMRA members. Other UMRA activities are continuing (book club, photo, etc.).

-- Ron reported for the Workshop Committee that they have workshops booked through March and so far are getting 60-70 people for each, more than the

30-40 who attended the in-person sessions pre-pandemic. They try to integrate the workshops with events developed by the Program Committee.

-- John reported on PDGR. The University contribution has stopped; there was \$29,000 left, of which they decided to use \$20,000 for awards this year (with a maximum grant of \$4,000). It is not clear if the University will provide support in the future so they decided to raise funds. Two donors have each provided \$10,000 in matching funds, but thus far only \$3,000 has been raised (leaving room for an additional \$17,000 in matching donations). He said that Will has done an excellent job of documenting the accomplishments of PDGR. Frank noted that KaiMay Terry and her husband were one of the \$10,000 donors and he thanked her for the contribution. He also commented that the fund-raising effort has not been formally announced; that will happen at the October Forum with Josie Johnson.

-- Claudia reported for Jean for the Communications and Outreach Committee. They are in the process of setting up a meeting. Frank reported that the proposal for a Facebook page has been referred to the Committee.

-- Cherie reported for the Social Activity and Travel Committee. She called attention to the report she had provided to the Board about the Road Scholar events:

*There are currently 3 multi-day programs that include lectures, performances and discussions that range from \$399 to \$499. Because these last three have been so successful, Road Scholar is working to add 30 more of these programs to the list and hopes to have them ready in October. UMRA members would have to sign up with a special code so that they can receive a discount of \$100 for each program they choose.*

- *Virtual Lectures – 45 to 60 minute free lectures on a variety of topics – you can either sign up to watch it live or watch the recording --*

*<https://www.roadscholar.org/virtualllearning/>*

- *On-line Days of Discovery – a morning lecture that is free followed by an afternoon small group discussion that is \$49 --*

*<https://www.roadscholar.org/collections/online-days-of-discovery/>*

- *Multi-Day programs that include lectures, performances, and discussions – we have piloted 3 – London Theater, Paris and Opera and all have been well-received – these range from \$399 to \$499*

*<https://www.roadscholar.org/collections/adventures-online/>*

Frank asked how they set the charges; Cherie said they are paying for the person commenting on the tour and discussion leaders. There is no cost to UMRA

for Zoom charges. These events could be of particular interest to those with a significant other because they could get two for the price of one. Cherie agreed with Frank's suggestion that UMRA members should be aware of these opportunities and she would get information about them in the November newsletter.

-- Jerry reported for the Membership Committee: they are proposing a new member workshop (usually held in the bar area of the Campus Club, now to be held via Zoom). It would be about a 45-minute session, mostly spent in small groups. Jan Morlock reported that one piece of feedback they received is that people like the content of Forums but would like to see others who are at the Zoom event; a new member workshop would be an opportunity to do that. She speculated that online events may continue even post COVID. Cathy asked if there could be breakout groups at other events; Jan Morlock said she would like to see that happen and they will have to explore using the Zoom meeting format for events rather than the Zoom webinar format. Jerry moved that "The Board approve the proposal to hold a New Member Welcome and Orientation program via Zoom prior to the October 27, 2020 UMRA Forum event" from 11:00 to 11:45. The motion passed unanimously; Kris noted that those participating in the Forum need to be excused at 11:30 to prepare.

Frank suggested the Zoom meeting format be used for the October Forum on youth mental health. A number of Board members have been in the meeting mode in large groups and liked it. Kris was uncertain that it could be converted from webinar to meeting at this late a date, with many people already signed up. She suggested trying it in November for all three UMRA events.

-- Chip provided an update on Organizational Continuity. Cathy is gathering information; she said she has received most of the reports she requested. Chip said people should send all reports to Cathy; Gloria reminded everyone that reports need to come to her as well for the Archives. Chip said they will have a final report for the Board next month and are recommending that after that their task force be dissolved and merged with the History Committee.

**5. Retreat Discussion:** Jan Morlock noted that Frank had distributed to Board members a synopsis of the breakout discussions at the retreat and said that there were clusters of suggestions in several areas: program, workshops, recruitment, and other (mostly financial and fund-raising for UMRA and the professional development grants). There were some ideas that they have immediately begun acting on. One is the suggestion that UMRA have a Facebook page (it has had one

but it has been inactive the last couple of years) where people can get together. Gary has agreed to advance the idea (under the leadership of the Communications and Outreach Committee). Another is about new members, taken up with Jerry's motion. A third had to do with fund-raising, which is being addressed. The idea is to "let 1000 flowers bloom": in a time when in-person sessions are limited, they want to encourage and support members who develop new sessions (one example is one put together by Craig Swan and Lynn Anderson on preserving family history). She asked for comments.

Cathy reported that she and Eric are seeking to develop a mentoring program that would be made more generally available to members on helping mentor students. Jan Morlock commended the idea and commented that a couple of UMRA's counterpart organizations are doing more intergenerational work.

Chip asked if there is any central clearinghouse for all the events that might be scheduled. Cathy said people can submit their event to the website and look at the event list to see if it conflicts with anything else that has been scheduled.

KaiMay reported that she had received a call from the University Retirees Volunteer Center (URVC) about teaching English as a second language. There are requirements that must be met in order to do so; it requires dedication. Eric, UMRA's representative to URVC, reported that they have 450 people in the database and try to match opportunities to interests; sometimes they will call people about an opportunity. In some cases of broader interest, they will send the information to all UMRA members. An analysis they did for January to the present revealed that volunteer participation has dropped 80-90% due to the pandemic, even though there have been the same number of events. URVC remains vibrant, however, and there are many virtual volunteer opportunities available.

**6. Zoom Use:** Frank reported that UMRA has a problem: funding Zoom use. (Board members received material in advance of the meeting with the financial information.) The Executive Committee had a long discussion about the issue and identified several options: a member surcharge, an increase in dues, or a subscription series of events. There will be a committee meeting on how to finance Zoom use.

Bill recalled that UMRA events moved to Zoom in early spring and received a lot of support from OIT; the people in OIT were very helpful and events went well. Over the summer there was a discussion about how to pay for Zoom use; UMRA has a cooperative agreement with the University and the latter will charge

UMRA as it would charge any department. UMRA has not yet been charged. The three major UMRA events each month, at the premium level, will cost about \$10,000. It is necessary to find the money to pay that expense. It would be possible to use part of the \$17,000 in reserves on the theory that these are one-time expenses that will not need to be repeated; there could be a voluntary membership surcharge, although there is a question about how much it would raise (Bill has suggested about \$10,000 while Virgil said it will be more like about \$1400); there could be a subscription series (e.g., the Forums). There will be a group meeting in October to develop recommendations to him and Frank; if anyone has suggestions, Bill asked they be sent to him.

Eric asked what the money pays for. Someone from OIT? This meeting doesn't require any staff support. Bill responded that it is payment for services, mostly in the webinar format, in order to be sure there is no breakdown and events go well. One solution could be that UMRA members learn to operate Zoom themselves. Frank said the Executive Committee had discussed that possibility. Four or five people expressed interest, but when they learned how involved it is, they did not pursue it. It is not as easy as it looks. Virgil is polling the membership to find out if there are individuals interested in volunteering. Doing so is a repeated commitment, not just once and done. Bill emphasized that they do not want a Forum to fall apart because of technology problems.

Kris pointed out that they had the schedule of events worked out and were persuaded that the webinar format was best and received tremendous support from OIT. She wondered if they should rethink the format and use meeting rather than webinar. Frank's committee will report back in November, Bill said.

Barbara thought it was too much to expect of volunteers that they support Zoom for UMRA meetings 3-4 times per month. She urged that UMRA focus on paying for what it needed and agreed that changing the format should be considered. KaiMay suggested approaching IT departments to recommend graduate students; UMRA could pay them but it would cost far less than organizational employee salaries. Frank agreed the idea would be put on the list but cautioned that graduate students are very busy and UMRA would only have them as long as they were graduate students. Jan McCulloch asked if graduate students are organized so there are standard pay rates.

**7. Changes to UMRA Bylaws:** Bill referred to the recommendations provided to the Board, developed by him, Jan Morlock, Jerry Rinehart, and Chip Peterson. There are three areas of change: (1) terms of the officers and Board are change to

coincide with the fiscal year July 1-June 30; (2) provide more authority to the president to do things that need to be done (e.g., cancel meetings, use Zoom); (3) other minor changes, such as eliminate the Council of Past presidents (because they've been added to the Board) and put the president-elect on the Nominating Committee. He would like the Board to approve the changes so they can be submitted to the membership. The Board approved the changes unanimously.

**8. UMRA Space in McNamara:** Cherie referred to the information that had been provided and said it was not clear if it was one big room or divided space. Frank reported that the last Executive Committee meeting included a diagram of the space; it is one room. There have been discussions for some time about what room is needed; the idea is one room with three people and common printer, etc. Right now it is three rooms, but that is temporary. If anyone wants permission to use the space, they just need to ask.

Cherie said that she has a key and brings materials into the office, so she would like to know what the space arrangements are.

**9: Access to Executive Committee (EC) Minutes on UMRA Website:** Frank reported that the EC recommends that EC minutes go on the UMRA website under password control for Board members. The question is where they should go and who should have access to them.

Gloria noted that copies also go to the Archives. Cathy observed that there is no password protection for the printed copies in the Archives, but it is not easy to get at them.

Barbara asked for the rationale for not providing access to all UMRA members. Jerry said the website has a lot of information and need not be cluttered up with EC minutes. The question is, who cares? Mostly Board members, and occasionally there are discussions about personnel and compensation. In response to a question from Barbara, Frank said the EC consists of 9 members because 4 additional people are regularly invited in addition to the 5 officers. The minutes contain information about discussions, sometimes about sensitive topics. He agreed with Barbara that the minutes could be sent to Board members. KaiMay said many discussions are not policy or motions but are about matters in flux and ideas, and should be kept confidential. Cherie said she's been on a number of boards and the general practice is that Board members should receive EC minutes as part of the decision-making process. Barbara said she had no quarrel with Board members receiving the minutes; her question is about the image that is created if EC minutes

are put on a part of the UMRA website to which members don't have access. So it would make more sense to email the minutes to Board members. Cathy said that email is temporary in terms of organizational continuity and that a secure area of the website would be better. Bill pointed out that it would be helpful for the Board to have the minutes before its meeting (now they receive them after the fact), but they have to be approved. He endorsed the password-protected website proposal. John said that as a strong proponent of openness in government, he believes the minutes should be available to everyone. (Bill noted that UMRA is not subject to the open meeting law or the data practices act.)

Frank asked for a motion and said he would favor sending the EC minutes to the Archives and to the Board in draft in advance of its meetings. Vern made a motion; Board members deliberated what they wanted it to say. It was agreed that the Secretary would be authorized to send the draft EC minutes to Board members, before the EC has approved them and that after they are approved they will be placed on a password-protected part of the website and copies sent to the Archives (as is presently the case). Kris and Cathy asked about putting them on the part of the website that requires a login, decreasing the concern about secrecy and making them easy to find when needed. (Barbara later expressed agreement with this approach.) Bill said the intent is that the EC minutes are available only to the EC and the Board; he is an advocate for privacy, and the more that is available on the website, the more likely someone could latch onto something and make an issue out of it.

Frank said the motion is that the Secretary provide draft minutes for the Board and send approved minutes to a password-protected part of the website; the President will distribute the draft minutes with the Board packet prior to the meeting. He pointed out that EC members will receive the draft minutes well before the Board meeting and can make any corrections necessary before they are distributed to the Board. The motion was adopted 17-2 with one abstention.

Frank thanked everyone for participating and adjourned the meeting at 1:00.

-- Gary Engstrand

