

Draft Agenda

UMRA Board

Monday, September 28, 2020

11:00AM to 12:30 PM via Zoom

1. Introductions

2. Approval of Minutes

3. Treasurers Report. Greg

4. Reports of Committee Chairs

Program Committee Jan

Workshop Committee Ron

PDGR John

Communications and Outreach Jean

Social Activity and Travel Cherie

Membership John/Virgil

New Member Workshop

Motion: "It is 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."

Organizational Continuity Jerry/Chip

Age Friendly University Lynn

Open Enrollment Workshop. Frank, Kris, Ron

5. Retreat Discussion. Jan, Frank, All

6. Zoom use

a. Fee

b. Policy

7. Changes to UMRA Bylaws Bill

8. UMRA Space in McNamara Frank

9. Access to EC minutes on UMRA Website. Jerry/Chip

10. Other Topics

UMRA Board Meeting Minutes
Wednesday, May 20, 2020 11 a.m.
Zoom call-in

1. Introductions/Attendees: Carl Adams, Lynn C. Anderson, Frank Cerra, Will Craig, William Donohue, Cathy Gierke, Cherie Hamilton, Eric Hockert, Jean Kinsey, Jeanne Markell, Ron Matross, Jan Morlock, Kris Mortensen, Claudia Parliament, Chip Peterson, Donna Peterson, Richard Poppele, Gerald Rinehart, Gloria Williams. Absent: Vern Cardwell, Virgil Larson, Terri Roe, KaiMay Terry
2. Approval of Minutes: the minutes were approved with a note to add Cathy Gierke to the attendees (done)
3. Discussion of Frans Zoom event: everyone agreed the presentation went well, 125+ people attended, it was recorded with close captioning. Bill would like more questions from the audience for future presentations. Ron Matross has prepared a survey that will be sent out today to all attendees asking for their feedback on the presentation and what kinds of future presentations they would be interested in and how frequently. The survey will also contain questions about under which circumstances members would be willing/able to return to in-person luncheons, presentations, and workshops.
4. Discussion of election of officers and Board members: Bill said that since no additional nominations had been received, he would like to have the Board move and approved the candidates. So moved, seconded, and approved.
5. Status of Refunds: 38 UMRA members who had paid for the entire year were contacted to see if they wanted their payments donated (25 did), applied to next year (8), or refunded (5). Carl will check with Virgil to see how the “credit for next year” will be used/tracked if we don’t have in-person luncheons for a while. Bill will talk with Carl, Virgil, and Frank to decide how membership renewal and “prepayment” of lunches will be handled. Chip suggested that once we resume luncheons that UMRA members then be allowed to “pre-pay” for the remaining luncheons in the year.
6. Discussion of Appointing a group to review and update bylaws this summer: Bill appointed Frank, Jan, Chip, and Jerry to meet with him to update the bylaws. In particular, there needs to be mention of under what circumstances the President may cancel a meeting (like the March 2020 meetings were cancelled this year due to Covid-19) and how Zoom meetings are acceptable alternative ways of meeting when circumstances (pandemic, weather, etc.) do not allow an in-person meeting.
7. Discussion of Age Friendly University: Bill said that Lynn had volunteered to be the UMRA representative to this task force and that she would check with Earl Nolting to see what ideas and insights he has.
8. Reports of Committee Chairs:
 - a. Program Committee: Frank referenced the program committee calendar that had been distributed to members. He said they were working on offering two webinar presentations per month starting in September and were discussing how to continue to offer workshops and how frequently.
 - b. Workshop subcommittee and Cares Committee: Ron noted that 5 of the 8 planned workshops for 2019-20 were offered and that 3 were postponed. They would like to offer those 3 (memoir writing, Road Scholars, cyber security) on-line in the fall and are working with the presenters. They would also like to invite Ted Bowman to offer a workshop on grief during the pandemic.
 - c. Communications and Outreach: Jean reviewed the report that she had prepared and that was sent to members. Most of the focus is on the newsletter and website as key vehicles for communication with members and prospective members. The committee would like OHR to send the newsletter via email to retirees for the first two years of their retirement but so far OHR has not agreed to do so. The communications and outreach committee would like to have UMRA members call each new member, let them know about and invite them to the luncheons/Zoom meetings/workshops, and check out the newsletter for information. The committee needs more assistance with this and other responsibilities.
 - d. Social Activity and Travel: Cherie noted that the Portugal and Lisbon trips have been postponed to October 2021. Also the AROHE annual meeting has been moved to October 2021. Cherie will revise her report with the correct dates/years.
 - e. Professional Grants: Dick reviewed the report he had submitted and noted that the deadline for submitting a grant proposal for next year has not yet been set. He also said that current grantees are receiving additional time to finish their work given the impact of Covid-19. Lynn asked Dick to revise his report to say “retirees” in the first sentence of paragraph 5 rather than “faculty” since the grants are open to all U of M retirees, not just faculty. Dick will do so. Will said that Eric is continuing to contact the departments of past grant recipients to share the good news about what retirees from their departments are doing. They are also surveying past recipients to assess the impact of the grant.
 - f. Organizational Continuity: Chip said that they document will be reviewed at the next committee meeting next week and then come back to the board. Chip noted that this is a big project and that Cathy has done an incredible job of thinking about how this could be done. Jerry noted that Cathy prepared a list of 20 items, a “map” of items and who is responsible for each one. Cathy said the document identifies “owners” of content and that the spreadsheet along with process definition is coming. Bill noted that this is a lot of work, being well done, and will be a great improvement. Frank asked that we not use Pages since not everyone has access to that program.
 - g. Newsletter: Kris reviewed her report on the Newsletter. This past year we saw an increase in sponsorships due to Bev Moe’s great work. The Foundation suggested and offered to support Zoom presentations. 408 members opened ENews. Carl said Kris is doing fabulous work. He asked that her report be amended to show \$4,000 of support from sponsors in 2018-19 (rather than \$3,250). Carl noted that going forward we should discuss what the sponsorships support—the cost of the West Wing venue, AV, and/or the newsletter. Carl noted that the new look for the Newsletter is long overdue and wondered what the increased expense is and who approved it. He suggested that any proposed expenses continue to go to the Executive Committee and/or Board as

proposals for approval. He said we do not need a complex process but we must keep the informal process for all increases in expenses in any area of the organization. The Board agreed that the informal process to approve expenses must be maintained.

9. Other Topics

a. Bill said that the group looking at the MOA met last Friday and decided that no changes were needed at this time. They will encourage the new Provost and the Provost's staff members to meet regularly with UMRA leadership and that we will get information to them. A letter will be sent to the Provost urging continued and enhanced communication. Cherie suggested that we invite the Provost and Provost's staff members occasionally to board meetings and luncheons. Bill said that that will be done from time to time.

b. In response to Chip's question Bill said that there will be Executive Committee meetings in June and July and the EC will determine if a summer Board meeting is needed.

c. Frank said that the retreat will take place via Zoom in August, date to be determined, and will be a half-day maximum in length. The focus of the retreat will be on maintaining a vibrant organization. The three plenary topics will be organizational continuity, skill building with Zoom, and program planning (based on the survey results). We are considering offering 2 forums per month and gathering input on how many workshops to offer per month. The retreat will close with a general discussion of how to maintain vibrancy of the organization. The committee will share the final report and planned meeting date. Frank sent a list of possible speakers in September to Bill and Kris. If you have ideas, please send them to Jan M.

Professional Development Grants for Retirees

Because of COVID-19 and University budget reductions made necessary by the pandemic, the total amount of PDGR funds to be awarded in 2021 will be \$20,000 which is less than in most previous years. All University of Minnesota retirees from the Twin Cities and Coordinate Campuses who are eligible for University retirement benefits and who will be fully retired by the time of their award may apply for grants of any amount up to \$4,000. A PDGR Committee will review applications and make recommendations regarding funding.

Allowed expenses include travel and per diem costs related to research trips and conference attendance; stipends for undergraduate and/or graduate research assistants; the purchase of books, computers, and software; photocopying; and other relevant costs of scholarship. Ineligible expenses include salary for the applicant and institutional overhead charges.

UMRA recently initiated an ambitious campaign with the goal of building a substantial reserve fund for our PDGR program. Two generous and long-time supporters of the PDGR program have each offered to match \$10,000 in contributions to this fund with \$10,000 gifts. One can make a contribution which will be matched at c-fund.us/s1n. As of September 18, 2021, \$3,000 has been contributed. We encourage UMRA members who have not yet made a contribution to do so and, if members have already made a contribution or pledge, to consider adding to it.

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John Bantle, MD
Department of Medicine
University of Minnesota
Minneapolis, MN 55455
Phone: 612-385-3571

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Tue, Sep 22, 12:34 PM (21 hours ago)

Cherie Hamilton

to Cecelia, William, patte001@umn.edu, patto017@umn.edu, Deanne, Beverly, me

Hello all,

I spoke with Road Scholar today and they will be offering 3 types of virtual tours for all their members. The three types are listed below. The virtual lectures are free until October 1st. then they will cost \$30.00. The morning virtual tour and afternoon interactive discussion will cost \$49.00.

There are currently 3 multi-day programs that include lectures, performances and discussions that range from \$399 to \$499 (see comment below). 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. Once the programs are in place, we will receive this information. Please take a moment to look at some of the free virtual lectures before our Board meeting on Monday and let me know your thoughts.

I would also like to know your recommendations of promoting the multi-day programs to our membership.

From: Monarski, Frania <frania.monarski@roadscholar.org>

Sent: Monday, September 14, 2020 10:28 AM

To: 'Cherie Hamilton' <pimentamalageta@hotmail.com>

Subject: RE: VIRTUAL TOURS

Hi Cherie

We have a couple of options for your consideration:

- 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/>

I just had an e-mail from one of my group organizers, a veteran of 30+ programs who participated in the London Theater program:

"Road Scholar has something NEW—Online adventures done on Zoom. Registration is limited to small groups (24). The first two programs sold out in a week. One featured opera. The other one had to do with theater. I registered in August for the program #24172 "Discover Expert Insight into London Theater". We met 2 hours per day from 11am -1pm. On Digital Theatre we watched 3 plays: Private Lives, Becoming Shakespeare and Billy the Kid on our own time. Viewing digital theatre, while quite different than being in a seat, was like sitting right on the stage watching. Besides our instructor Giles Ramsay, other specialists were political columnist Steve Richards speaking on current affairs in Britain, actor Simon Callow & theatre critic Matt Wolf on the plays we studied & the state of and future of live theatre when the new normal arrives. Our group leader was Kevin Durjun who worked in several theaters himself. It was jolly good fun! I love theatre and London. What a win- win -great theatre without the \$1300 or so plane ticket or hotel costs. This adventure was \$499. Both fellow travelers and our leaders agreed that the Zoom format worked well - much better than anyone expected. For discussions we were in smaller groups that switched leaders & then came back together for the final comments. In the 12 hours we did get to know each other and Giles commented that he felt he got to know us better than in a live class. And we even got a Zoom group picture!"

<https://www.roadscholar.org/virtual-campus/>

Totally understandable about Portugal. After you review this information, please let me know if you have questions.

Frانيا

Date: September 22, 2020
To: UMRA Board of Directors
From: John Anderson, Chair, Membership Committee;
Jerry Rinehart, Membership Committee

Proposal for 2020 UMRA New Member Welcome/Orientation
(Revised 9/21/2020)

Overview:

For the past several years the Membership Committee has sponsored the New Member Reception prior to the October luncheon and forum. Since the restrictions related to the Covid-19 pandemic remain in effect this fall we should attempt to do a reception via Zoom. This activity will not require OIT technical support or production assistance.

We propose to conduct the reception just prior to the October 27 forum. The format will initially need to be flexible since the number of participants will not be known until registrations are received. The reception would be officially scheduled for 11:00 to 11:45 am thus allowing a short break before the forum begins. The Zoom platform would open 15 minutes earlier using the waiting room option to facilitate getting participants connected online in a timely fashion. The major focus of the reception is getting acquainted with other new members and learning about UMRA activities and opportunities. With experienced UMRA leaders as facilitators, the reception will also introduce new members to key contacts and resources.

The Plan

New members received after October of 2019 will be sent an email invitation requesting that they register so that they can be sent the Zoom link. An announcement of the reception will also appear in the UMRA Newsletter, again with the request that they register to receive the Zoom link.

Key UMRA leaders (President, President-Elect, Newsletter Editor, Social Activities Committee, Membership Committee and perhaps others) will be asked to serve as hosts and breakout room facilitators. Additional active members may also be asked to assist depending upon the number of registrants.

To make the event as welcoming as possible, breakout rooms will be used so that the number of persons in each small group will be in the range of 6-10. The overall program will follow this general framework:

1. General Welcome from the President (3 minutes)
2. Overview of today's program (purpose, content and format) (2 minutes)
3. Break Out Sessions (35 minutes)

- a. Participants provide name, unit from which retired, brief biographical info
 - b. Facilitators (using UMRA provided material) convey information about UMRA activities and encourage involvement, and refer to “Interest Area” sheet sent in advance to registrants.
4. Return to Plenary Session (5 minutes)
- a. Repeat welcome, reinforce invitation to get involved.
 - b. Possibly show slide of the “Interest Area” sheet included in earlier email
 - c. Reinforce their role in helping future retirees become aware of UMRA

Interest Survey

How to Get Involved in UMRA Activities!

This survey is being circulated to University of Minnesota Retirees Association (UMRA) members and especially to new members as an invitation to learn more about the activities in which you might like to be involved. Please check those activities that interest you. If you would like to learn more about any of these activities, indicate that and we will forward your name and contact information to key people who can talk with you about that group/activity.

Name: - _____

E-mail: - _____

Telephone: - _____

I am interested in:

- Applying for a Professional Development Grant for Retirees (deadline Dec.)
- Armchair Traveler Program (photos and talks about travel experiences)
- Financial and Legal Matters Interest group
- Book Discussion club (new group to meet at time and location to be determined)
- Photo club (meets monthly for sharing and learning activities)
- Volunteering with the University Retirees Volunteer Center (URVC)
- Submitting an article to the Journal of Opinions, Ideas and Essays (JOIE)**
- A special interest group in _____, which I can help organize

I would like to assist UMRA with:

- Writing for UMRA's Newsletter and/or Webpages
- Web site maintenance and/or updates
- Greeting attendees at luncheons**
- Assisting with luncheon reservations**
- Providing transportation to luncheons**
- Researching and writing history of UMRA
- Local/International travel programs
- Other (please specify) _____

Committee work and Leadership activities:

- Professional Development Grants for Retirees committee
- Program and Workshop planning committee
- UMRA Cares working group
- Activities committee
- Membership committee (help recruit new members)
- Understudy to membership database manager
- Luncheon committee**
- Committee to assist retiree's connection with the University
- I am interested in serving on the UMRA Board or as an officer in the future

My special skills/competencies that I anticipate utilizing/contributing as a retiree:

1. - _____
2. - _____
3. - _____

Please return your completed Interest Survey via email to ander049@umn.edu or by USPS mail to: *John S. Anderson, 1332 Como Blvd. E., St. Paul, MN 55117-4010.*

September 5, 2020

TO: UMRA Executive Committee

FROM: Jan Morlock

RE: Summary of breakout team reports, UMRA leadership retreat of August 25, 2020

At the leadership retreat on August 25 (on Zoom), six breakout teams of five+ participants each reported on their discussions of the day. Following is my summary of the ideas and recommendations, combined and grouped in four topics: Programs and Events, Member Engagement, Recruiting New Members, and Other. Entries followed by a numeral (X) were reported out by more than one team. Notations *in italics* are mine. Starting on page 3 of this document are the verbatim reports of each of the six teams, if you'd like to see further detail from their discussions.

Programs and Events:

- UMRA programs are key to the vitality of our organization. Maintain and continue to improve the quality of the programs.
- Continue the programs online (post-COVID) and open them to non-members. (2)
- Create a comprehensive UMRA calendar on or accessible from the website to show events and other activities, including any “pop up” activities at a glance.
- Encourage event registrants to get the zoom link into their calendars to ensure they are able to find the zoom link at the time of the event.
- Identify any issues with the transition from Securian to Fidelity, and hold a Zoom session with OHR and Fidelity reps to resolve remaining issues.
- Invite deans to speak at forums or A.M., raising awareness about UMRA within the colleges and awareness about the academic mission on the part of our members.
- Offer virtual tours (museums, countries).
- Raise dues to better support programs and social activities--having a budget may make more activities possible.
- Explore the feasibility of offering COVID testing to our members through a grant or clinical trials.

Member Engagement:

- Create a Facebook group for UMRA members. [*Gary Engstrand offered to create and administer.*] (3)
- Adapt the New Member Reception to a virtual format--in conjunction with a forum (before or following), or facilitate several smaller receptions/happy hours in zoom meeting format, hosted by member volunteers. Could be organized by zip code, or in group cohorts as members join. (2)
- Add more interest groups to provide more opportunity for member engagement and interaction: for example, adding book discussion; golf; walking; over-80 group; zip code groups--including “pop up” or short-term groups based on member interests. Leaders

with specific interests would be identified or emerge from the membership. *[What would it take to engender more of this?]* (3)

- Have interactive discussion breakouts following or associated with the forums to foster member engagement. (2)
- Build technology capacity (ex. Zoom) of our members to initiate and lead interest groups.
- Shared community service projects to raise camaraderie, visibility for UMRA. Examples: U's annual days of service; mentorship programs in collaboration with academic units; service travel. (2)
- Engage more members in functions and committees.
- Offer more member discounts for programs in the community. *[Bev Moe offered to follow up on member suggestions.]*
- Share with our members the MN Secretary of State's list of boards and commissions seeking participants, offering public engagement opportunities to our members and raising the profile of UMRA.

Recruiting New Members:

- Analyze the costs and benefits of expanding UMRA membership.
- Promote UMRA programs in *Brief*, the University's e-publication for employees. *[University Relations]*
- Promote the benefits of the PDGR program as we recruit new members.
- Deepen collaboration with UMAA, UMF to reach out to retirees.
- Improve relationship with OHR to enhance our ability to communicate with potential members.
- Send follow-up recruitment letters to retirees one, two, or three years after retirement. (3)
- Get direct access to PeopleSoft database to reach our target audience. (3)
- Invite to our events those who are anticipating retirement and those who did not renew after their first (free) year of UMRA membership.
- UMRA arrange our own pre-retirement seminars, or find ways to collaborate with U administration on this. *[Purdue and Ohio State retiree organizations do annual conferences on topics of interest to retirees that serve existing members but also potential new members.]*
- Facilitate personal contacts from current members to those preparing to retire from the current member's former department. Member volunteers to serve as liaison to their former department to get contact information for pending retirees and make personal contacts. (2)

Other:

- Start a fundraising program for UMRA--through crowdfunding, member donations through IRAs.
- Grow the PDGR program--encourage member donations through IRAs, targeting for 2021 when Required Minimum Distribution requirement kicks in.

Verbatim Breakout Team Reports

UMRA Leadership Retreat, 2020.8.25

Team 1: John Anderson, Will Craig, Nancy Fulton, Kris Mortensen, Andy Whitman

Several ideas were floated in our discussion.

1. To get more information to people retiring from the U of M, UMRA needs to improve our relationship with the Office of Human Resources (OHR). Currently, OHR sends our invitation letter to each month's cohort of new retirees. UMRA is informed only of the number of new retirees who have been sent the letter. UMRA should strive to get OHR to send a follow-up letter one or possibly two years after the initial letter since the timing of the initial letter may not be optimal. This possibility should be explored with Ken Horstman, Director of OHR.
2. UMRA should consider arranging our own pre-retirement seminar at which people about to retire can be informed about UMRA's existence and program of activities.
3. Send invitations to online forums to people who joined UMRA but chose not to renew their membership. Also send invitations to persons anticipating retirement.
4. Since personal invitations are more effective than impersonal letters current members should invite colleagues who are about to retire from their department or unit.
5. Encourage members who plan to participate in Zoom events to add the Zoom link to their calendar so that it is more accessible at the time of the event. This should reduce the number of no shows resulting from inability to locate the link at the time of the event.
6. Advertise the link to the Minnesota Secretary of State's list of boards and commissions that are seeking participants. There may be UMRA members who would fit well and could provide needed expertise.
7. Emphasize personal invitations to people to become UMRA members. Contact departments and units to get names of retirees. A study of the respondents to campaign focused on a particular online presentation would tell if this is a useful approach to gaining members.
8. Determine the issues which surfaced with the transition from Securian to Fidelity and then set up a Zoom meeting of OHR and Fidelity representatives to resolve remaining issues.
9. Implementation of items 2 and 3 above requires names and contact addresses of retirees which are not currently available to UMRA. Arrange for UMRA members familiar with PeopleSoft to access database of University personnel to ferret out contact information for our target audience.
10. Arrange for the new member reception normally held in conjunction with the October luncheon to be conducted via Zoom. It might be one fully independent Zoom event or held in conjunction with a forum or possibly as several smaller Zoom events scheduled during the year as new members are received. The latter option would facilitate a more personal interaction.

The report back session focused on items 1, 4, 7 and 9.

Team 2: Kinsey Group; Jean, John Bantle, Cherie Hamilton, Gloria Williams, Jerry Rinehart, Greg Hestness

Breakout 1

Why UMRA:

- Continued involvement with the U.
- Professional grants and development are a big deal.
- Stay connected to friends.
- Interested in many programs
- Photo club
- Sessions offered on important topics
- Travel?

Joy and Satisfaction:

- Staying involved with the U in any way.
- Involvement outside of the Alumni and Booster organizations
- We get many alumni emails and mailings none from UMRA
- As president developed the MOU with the Provost.

How became involved:

- Colleague retired earlier and made him aware of UMRA.
- Collecting things that should be in the archive.
- Writing the biography of a colleague.
- To have a voice with the Regents and Administration
- To get to know and reconnect with faculty, there are no turf fights, just friends.
- 5 years on the travel committee, chose Portugal, hope to provide two trips a year.

Breakout 2

How vibrant is UMRA, ideas and reflections?

- 7.3 on scale of 1-10
- Opportunities to engage with interesting people.

- Unlike campuses where the U is the only game in town (Penn State, Iowa City, Champagne-Urbana) there are many activities (i.e. pro sports in the TC).
- All the creative people around thing of great things to do.
- Creative grants are wonderful, could produce executive summaries or plain language abstracts for people to better appreciate the work.
- We tend to bury our accomplishments.
- UMRA is little known until approaching retirement.
- Vitality has increased in recent years.

Has COVID changed UMRA vibrancy?

- Members could possibly fill gaps for the University due to the financial impact of COVID.
- We could possibly have breakouts "after" a Forum, allowing smaller groups of members to discuss what they have just heard.
- We're together on Zoom thinking of new things.
- Let's be positive about this opportunity, we can be intellectually busy.
- Has increased the vitality of UMRA programming.
- Photo club is growing more on Zoom than it did with walk ins.

Breakout #3

Recommendations for a vibrant organizations (I know Jan captured most of these)

- ***Market to retirees and soon to be retirees***, research opportunities and how that benefits the University, connections to colleagues and meeting new colleagues from other disciplines, share the results of member research.
- Get a group together of 8-10 members, on Zoom, randomized.
- Create a Facebook page for UMRA.
- Continue the programs on line and open them to non-members.
- Grow the Grant program, in this time of financial stress for the University, encourage IRA donations, it is tax free. There is 2020 holiday from RMD's, target them for 2021 RMD.
- Our 45th year is coming up, celebrate.
- Invite potential new members to a luncheon/Forum.
- Collaborate with the Foundation and the Alumni Association, they are skilled in outreach, to reach out to retirees. (Jerry R says Penn State does this well)
- Offer ten person breakouts after Forums.
- Include articles or events in The Brief.

Jean Kinsey, John Bantle, Greg Hestness, Cherie Hamilton, Jerry Rinehart

(Jean): Looking at my own notes, I am adding a few comments.

In the short run, continue with zoom meetings.

Investigate some virtual tours of museums or countries.

Invite retirees around the world to sign into our Zoom Forums. (I have a question about whether, if we forward our registered invitation to someone else, they can access the zoom meeting?)

We might utilize the Alumni Assoc. list to find these people. Or, just invite our department's colleagues from on campus.

To the question about how UMRA is doing to be a vibrant organization, on a scale of 1-10, We had 2 #9s, 3 #7s, and 1 #6.

Social programs need a budget to be more attractive. Maybe we should raise the dues?

Team 3: Mary Koppel, Bill Donohue, Gary Engstrand, Bev Moe, KaiMay Terry, Gloria Williams

1. A taste of UMRA – invite friends, colleagues, and family to attend Zoom meetings. All of our group members joined because a member of UMRA invited them to participate in meeting or to fulfill a role or need in UMRA.
2. Obtain the retiree database from the University. Kathy Jensen (Gary Engstrand's spouse) may have a connection there. It is important to invite new retirees and again after a year or so when retirees are looking for doing something valuable with their time.
3. Consider setting up a Facebook page. Both Mary Koppel and Gary Engstrand offered help with setting it up and administering it.
4. Retain Zoom meetings after in-person meetings resume to provide alternatives to those who are not comfortable or cannot attend In person.
5. Invite Deans to speak at forums or UMRA AM. This will connect our membership to the work of the University and also to help make UMRA important to the University.
6. Continue to emphasize programing, programing and more programing. This is a valuable offering of UMRA to its members.
7. Explore the possibility of getting covid testing for UMRA members, through a grant, clinical trial or other means. UMRA membership is a valuable demographic for testing of new covid testing procedures.
8. Keep UMRA members connected with each other and our community by providing more opportunities for engagement and also more discounts for programs and organizations in the community. Bev Moe will follow up on all suggestions by UMRA members.

Team 4: Ron Matross, Cathy Lee Gierke, Eric Hockert, Chip Peterson, Catherine Wambach

Suggestions were made in two areas: attracting more members, and engaging current members

Attracting More Members

- The primary suggestion was to **reach out to retirees who have been retired for two or three years**, but who have not joined UMRA. The theory is that immediately after retirement, many

people aren't sure what they want to be involved in, but after a few years they become more settled and more interested in renewing their ties to the University.

Engaging Current Members

- **Start a Facebook group.** Facebook is a technically more feasible way to build an online community among members than was the short-lived UMRA bulletin board. It can be started and maintained with little effort and offers the possibility of providing some of the personal interaction that we have lost during the pandemic.
- **Increase the number of interest groups.** We could offer more opportunities for people to engage in smaller groups, at first online and then in-person. The member survey indicated that there was clear interest in expanding the number of book discussion groups beyond the current one. There may also be other interest groups, like an "over 80" group, golf group, etc.
- **Engage in shared social service projects.** One of the things people seek in retirement is purpose and UMRA can help in that pursuit by offering opportunities to engage in social service. It would be good if UMRA could develop a signature project or two that would get a large number of members working together at the same time. This kind of project not only gets people involved but also builds camaraderie among participants. And it could make UMRA more visible to a wider community. Possibilities include the U's annual Service Day, mentorship programs, and service travel.

Team 5: Donna Peterson, Vern Cardwell, Frank Cerra, Jan McCulloch, Barb Shiels Summary of Discussion

1. UMRA has attained a respectable level of vibrancy already
2. UMRA needs to expand its membership
 - a. Consider: more interest groups, make UMRA more accessible and usable for retirees in areas of their interest, use Zoom creatively, partnerships with other organizations
 - b. Engage faculty, staff, civil service and bargaining unit pre-retirement and after retirement
 - c. Establish a workgroup to determine ways to annually determine who is retiring, without contesting the current HR policy, e.g. departmental representatives, People Soft database
 - d. Maintain and improve quality programming and programs
3. Analyze the implication/potential needs of expanding the UMRA membership: management, technical, financial
4. Engage more membership in UMRA functions and committees
5. Assess when the membership is interested in and form programs around those interest, each led by one who is passionate about particular interest
6. Develop and implement a fundraising program, e.g crowdfunding, IRA donations

Team 6: Road Warriors or Swan Song--Craig Swan, Lynn Anderson, Virgil Larson, Jan Morlock, Claudia Parliament

Why are you a member of UMRA?

CP: She likes the friendship--former colleagues and meeting new people. We have a common bond. UMRA offers good programs and it's a chance to stay connected to the U.

JM: The new member welcome meeting made it an easy transition into UMRA for her. She gets to see people she wants to see. Great time to see people who are meaningful to her.

VL: He enjoys the activities he is involved with, the membership committee, utilizes his computer expertise and interest. He maintains the membership database which keeps him busy and involved. It is nice to meet new people. He and other membership committee members are starting to talk about how to do new member reception via Zoom.

CS: He likes meeting people and talking with them at luncheons and enjoys the substantive programs. He appreciates that not all of the programs are U of M focused. His photo club involvement is great and there are 25 active members with 12-18 attending each meeting on average. The shared interests among UMRA members is important to support.

LA: She enjoys seeing former colleagues and friends as well as meeting new people at monthly luncheons/forum, workshops, and through the photo club. She is happy to chair the Armchair Traveler Program and has been pleased at the positive response. It is fun to continue to use our skills for UMRA.

What to keep?

Meeting new people and engaging with them.

Finding shared interests. Finding niche ways to contribute/participate.
Nice to be part of something and responsible for something, we all need to be needed. Great to engage individuals.

Programs and activities allow us to get to know people and new connections. How to maintain those connections? We wondered if we are getting more members because of Zoom.

Other Zoom options: Claudia is getting together with friends she has known since 4th grade, they do a quick 2 minute per person catch up before starting their discussion.

Concluding Summary, Recommendations

New-member orientation - smaller zoom groups led by volunteers, a way to engage current members and make new members feel welcome

Zoom Capacity - Need to build zoom capacity through training for members

Invite participation - Don't always wait for people to volunteer

Involve new members - Distribute new-member contact info to committees, possibly from newsletter list

Encourage niche interest groups - Short term "pop-up" groups that in the current environment meet by zoom

Members who live away from Minnesota — Has UMRA actively publicized how easy it is to be part of zoom meetings to those members who live in other states?

Calendar - make comprehensive calendar on website clear and easy to use

Facilitate small group activities like walking

Maximize volunteer involvement - on line tutoring would be one example; might strengthen links to departments.

**William
Donohue**

Mon, Aug 31, 10:05 AM (2 days ago)

to me, Jan, Mortensen, Gregory, Ron

Frank, I have not heard from VP Gulachek about our request to provide this support under the terms of our Memorandum Agreement. I sent him the agreement and he is checking internally on what they can do for us. Given the financial situation of the U I am not particularly hopeful.

In the meantime as we discussed we should at the EC meeting consider ways to pay for zoom support including a possible surcharge for the year not by the event. I prepared a chart which shows a \$20 annual surcharge that I think covers our costs even at the high end. It needs to be looked at by Greg and Virgil to see if the numbers are right and if it is feasible for us to receive the money. Hopefully this would be a one time event to support us through the corona pandemic.

The alternative is to simply pay the costs from our reserves which total about \$17,000. This would deplete them and give us less flexibility going forward but I think keeping up the programming is the most important thing for UMRA.

As you have suggested we need a policy about using the support as other groups ask for it. The U policy has a fairly generous free consultation provision which people should utilize. . At a minimum we should tell people they can't spend money on Zoom support without the approval of the president. Bill

Sent from [Mail](#) for Windows 10

Zoom cost from the U

1. September 2020	Standard	Premium
1. UMRA AM	336.60	448.8
2. Workshop	336.60	448.8
3. Forum	336.60	448.8
4. Total	1009.80	1346.4

2. Assume same cost for September, October, November, January, February, March, April, May

$$8 \times 1009.8 = 8078.4$$

$$8 \times 1346.4 = 10,771$$

3. Support: voluntary surcharge to membership to support tech for programming

$$\text{\$20 charge} \times 600 = 12,000 \text{ or assume } 80\% \text{ pay } 9600$$

Either scenario would produce fund support for the programming. A potential Holiday concert could be paid for from our reserves.

Need to check with Virgil on how many paying members we have and our ability to receive the funds either by credit card or check.

To: Executive Committee

From Bill Donohue

Re Amendment of By laws

Enclosed please find a set of proposed amendments to the bylaws. They were developed over the summer by a group composed of Frank Cerra, Jan Morlock, Jerry Rinehart, Chip Peterson and myself. We recommend that after discussion and possible changes that the Executive Committee recommend the changes to the Board.

If the Board approves after discussion and possible amendment we suggest that the changes be submitted to the membership for approval. Given the current pandemic we suggest that the approval be conducted by an on line poll.

The major changes in the proposed bylaws are the following:

1. Changing the terms of officers and Board members to coincide with our fiscal year. That is the term of all officers would be from July 1 through June 30. Currently the officers and board members serve through the end of the summer with appointments ending on September 1. The change would not only follow our fiscal year but would comport with the practical reality that our activity usually ends in May with our annual celebration and election of officers and board members. 7/1-6/30
2. Providing more authority to the president of the organization to run the operation of the Association. It became obvious during the pandemic that there needed to be clear authority to cancel or reschedule meetings, to conduct meetings remotely through Zoom and other

technologies and to control our finances and expenditures.

3. There are also other proposed changes of somewhat less significance. For example, we propose eliminating the council of past presidents. We have added several past presidents to the Board and the council of past presidents has been largely inactive for the last couple of years. We have also added the president elect to the nominating committee so she can have a more direct voice in helping to select her successor. As a practical matter the president elect has been very involved in this selection in the last few years.

Please feel free to suggest further changes or to oppose the suggested changes. We look forward to the discussion.

BYLAWS OF THE UNIVERSITY OF MINNESOTA RETIREES ASSOCIATION

As most recently amended July 2020

ARTICLE I. *Name/Identity*

The name of this Association shall be the University of Minnesota Retirees Association, Inc. (UMRA). It is a Minnesota non-profit organization working with the Office of University Executive Vice President and Provost of the University of Minnesota.

ARTICLE II. *Purpose*

This organization represents to the University of Minnesota the interests of retired faculty and staff and develops and encourages retirees' participation in and service to the University's programs.

ARTICLE III. *Membership*

Any person who is a retiree from the University of Minnesota (faculty, P&A, Civil Service, or bargaining unit), his or her spouse, or the spouse of a deceased retired person, may become a member of the Association upon payment of annual dues. Exceptions may be made by the Board of Directors.

A member may terminate membership by written notice to the Association.

Membership shall be terminated upon non-payment of dues for one year, written notice first being given by the Association to the member at least 30 days prior to his or her removal from the membership rolls.

ARTICLE IV. *Officers*

The officers of the association shall be a President, a President-Elect, a Secretary, and a Treasurer, who shall be elected by the membership of the Association at its annual meeting, plus the Immediate Past President. The officers will function as the Executive Committee of the Board. The President shall hold office for the period of one year and may not be elected for a second full consecutive term. The Secretary and the Treasurer may be reelected annually. Terms run from July 1 through June 30. Vacancies occurring before the annual meeting shall be filled by the Board of Directors.

The President shall be the chief executive officer of the Association and shall represent the Association in carrying out the actions and directives of the Board of Directors and the membership. The President shall preside at all meetings of the Board of Directors and the members of the Association. The President shall be responsible for the operation of the organization including but not limited to the cancellation or rescheduling of all meetings (for example forums and workshops) and conducting meetings remotely as needed. The President shall be responsible for proposing updates to the bylaws as needed and for revising the operating manual as needed. All expenditures of UMRA funds shall be subject to the President's authorization and shall be reported to the Board at its meetings.

In the absence of or at the request of the President, the President-elect shall perform the duties of the President.

The Secretary shall keep the minutes of the meetings of the Board of Directors, the Executive Committee, and the annual meeting of the membership; and perform such other like duties requested by the President or Executive Committee.

The Treasurer shall keep the books of the Association; receive and deposit dues and other funds received by the Association; expend the funds of the Association as authorized by the President or the Board of Directors and perform such other like duties as the Board of Directors may specify. The Treasurer shall make an annual financial report to the Association at the first meeting in the fall and monthly financial reports to the Board or at such other times as the Board may direct.

The officers shall serve without financial compensation, but may be paid reasonable expenses incurred in the performance of their duties and approved by the Board of Directors.

ARTICLE V. *Board of Directors*

The Board of Directors shall consist of no more than twenty members, including the four elected officers, the Immediate Past President, twelve at-large directors, and up to three additional directors who have served as President. Four at-large directors shall be elected each year at the annual meeting from the Association's membership. Board terms begin July 1 through June 30. Any vacancy in an elected position occurring between annual meetings shall be filled by the remaining members of the Board, who shall elect a retiree member as a replacement for the balance of the vacated term.

The term of office of an at-large director is three years. A member may not serve for more than two consecutive full terms. A partial term begun because of a vacancy will not count toward this limit.

Upon completion of his or her term as Immediate Past President, a former President shall be entitled, at his or her discretion, to serve up to three additional years on the Board, provided that such an extension would not exceed the limit of two consecutive three-year terms on the Board.

Seven members of the Board shall constitute a quorum.

The Board of Directors shall advance the purposes of the Association and shall report regularly to the membership regarding its actions and activities. Responsibility for the general conduct of the affairs of the Association shall be assigned to the Board of Directors, which shall have full power and authority to do all acts and perform all functions which the Association might do or perform, except it shall not have the power to modify the substance of official action taken by the membership or to amend the Articles of Association. The Board of Directors shall administer the property and funds of the Association, as authorized by law and directions of the membership.

When the Board of Directors considers or votes on matters in which an officer or director might appear to be confronted with a possible conflict of interest, he or she shall not vote on these matters.

The Board shall meet each month except during June, July, August and December. Special meetings can occur at the call of the president, or at the written request of at least four members of the Board. The Association shall carry liability insurance to cover the members of the Board.

ARTICLE VI.
Meetings of the Association

Meetings of the Association membership shall be held monthly with the exception of June, July, August and December.

Most business of the membership shall be conducted at the May meeting, referred to in these bylaws as the annual meeting. Special meetings shall be called by the President or upon written request of at least 25 current members.

Written notice to the membership of meetings for the conduct of business shall be given at least 10 days prior to the meetings. The notice shall state the subject matter and any recommendations or proposed action to be considered at such meetings.

An assembly of 50 current members shall constitute a quorum.

ARTICLE VII.
Committees

The President shall appoint annually the chair and members of appropriate committees. The President, in consultation with the Board of Directors, may add or eliminate committees.

Committee chairs and others may be invited to Board of Directors meetings to discuss Association activities.

ARTICLE VIII.
Finances

The Board of Directors and the President shall be responsible for the financial management of the Association.

The Board of Directors and the President shall annually present the previous year's final financial report to the membership in the October newsletter.

ARTICLE IX.
Voting

A member is entitled to one vote on any issue or subject submitted to the membership of the Association. Voting by proxy and cumulative voting are not permitted. The Board of Directors may direct that any issue shall be submitted to the membership for a vote by mail ballot.

ARTICLE X.
Election

A nominating committee consisting of five members of the University of Minnesota Retirees Association (excluding the President) shall be established by the Board of Directors not later than the February meeting. The slate of nominees shall be published in the May Newsletter and be presented at the annual meeting for election.

Three members of the nominating committee shall be Association members not on the Board and two shall be members of the Board of Directors. The president elect shall also be a member of the nominating committee. The chair of the committee shall be the immediate past president; in his/her absence the Board of Directors shall designate the chair of the committee.

At the annual meeting members may make additional nominations from the floor providing they have the nominees' consent.

Election shall be by acclamation, except if there is more than one nominee for each position. This would require a ballot vote.

Elections may be conducted by alternative means as needed and as authorized by the Board.

ARTICLE XI. ***Parliamentary Authority***

Robert's *Rules of Order* newly revised, shall govern the conduct of such meetings unless inconsistent with these Bylaws.

ARTICLE XII. ***Bylaw Amendments***

The Bylaws may be amended by a majority vote of those present and voting at any meeting of the members of the Association at which there is a quorum. Due notice of the proposed amendment shall have been given to the members prior to the meeting, in accordance with Article VI above.

ARTICLE XIII. ***Dissolution Statement***

At the time of dissolution of the corporation, the Board shall, after paying or making provisions for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organization under Sections 501(c)3 of the Internal Revenue Law, as the Board shall determine.

Specifically, any monies in the treasury or on deposit in the University of Minnesota Retirees Association account(s) shall be given to the University of Minnesota Scholarship Fund and Student Loan Fund in equal amounts. Any such remaining funds, property or other assets not so distributed shall be disposed of by petition or application to district court, according to state law, for such purposes or such organization(s) as the court may decree, which are organized and operated exclusively for such.

Amended May 2009, May 2010, May 2011, May 2013, Nov. 2015, Jan. 2017, May 2019

Sun, Sep 20, 4:59 PM (15 hours ago)

Judy Cox

to Eric, John, Alan, Deanne, sull0941, Alexander, Lucy, Jan, Jeanene, Leslie, Sally, Randi, Bill, me, Virgil, Georgia, Bonita

Hi Everyone,

I don't think this will be discussed at the URVC meeting tomorrow. Tight agenda and we only have 1 hour.

I decided to send this email out to everyone in URVC, a few from UMRA, and a couple from UWMC. It will affect everyone, so I wanted to email the information just once so everyone knows the latest.

Office Mail address: Very Important!

Per Campus Mail. These will be used until we are completely moved in. Also, the McNamara mail room and delivery people requested it. US Mail gets delivered to the URVC office every Wed. Kat, the McNamara receptionist offered to call or email what any organization got for mail. I in turn call or email the correct contact person. If you do not hear from me you did not get any mail that week

Continue to use your room number and the Suite Number.

URVC: Office Room Number - 263 Suite 250

UMRA: Office Room Number - 264 Suite 250

UMWC: Office Room Number - 265 Suite 250

Also, if you need access to the building please email me. I will need to know why because they are trying to limit the number of people that have access to any building during the U of M shut down. Believe me, the McNamara is plenty dark and feels like a Ghost town. I need to approve who gets access from the three groups. I do have access, so does Alan so if you need to get in for any reason please call me first. I do have to go over to campus maybe more often than Alan so, I am happy to meet anyone that needs to get in.

At this point this is what I know.

1) Attached is the "Proposed Office" Plan. I want to call it "Proposed" because I believe it's not "Final" until we take possession and move in. I signed off on it on (8/25) and Real Estate and Jon, the Construction Manager has a signed copy. Neither have asked me to make anymore changes. Yea!

- 2) When John A. & I met with Jon M. early on John requested all outlets electrical etc, be installed on the desktop or directly below. John explained we are all getting older and it's harder to crawl under the work stations. Jon M. said he would note it and see what he could do. It will depend on Electrical code.
- 3) I tried to Social Distance the two working spaces. They both will have their backs to each other. URVC will have a PC. The "Hosting Station" (UMRA & UMWC) will have 2 docking stations.
- 4) Each station will have a 2 Shelf unit and one cloth mounted track board. One that closes, one that is open and the track board to pin notes etc.
- 5) I requested a "portable shield" in case there are ever three people in the room, it could be used.
- 6) The printer has a designated space with an open shelf unit above it. Will help stack paper, envelopes etc. All will have access to the printer.
- 7) I did request a "swing space" once construction starts. It will be used for anyone who needs to go in for work things. Also, phone connections, receipt of mail etc. It will either be a small office or a cubicle so only minimum things will be "allowed" in that space. That's per me. Sorry.

Most things on the plan are marked and if you are able to print it on legal paper everything is much easier to read.

You probably noticed the 'Black and White" striped thing/box on the same wall as the docking station. That belongs to the conference room on the other side of us. It's a way they can divide the conference room. Just pull the thing into their space. Yes, I challenged it many times and lost every time.

I was able to reuse the furniture, a little from all three offices with some left over. Anything we do not use has to go to the ReUse Center. Per U of M.

What is the status ? - I'm sure many of you are wondering. These updates are from just a couple of weeks ago.

Still in the designing stage

Not all participants have signed off on their design - We have!! (171 sq. feet)

As of about 2 weeks ago no bids have been sent out to contractors.

Replies - Once sent out - that usually takes several weeks. Especially now with COVID-19

Needs U of M Purchasing, McNamara and Construction to review and approve. The electricians may have to review the plans. Then it probably has to be reviewed and approved by a few others. Example: The depts. that are requesting the additional space. Cost??? This again may take longer due to COVID-19. Not many working in any office on campus.

If the amount is over, I think it's \$250,00 that is, if it hasn't been increased in the last few years it needs the Board of Regents Approval.

Target date: ??? Your guess is as good as mine - Maybe even better.
Should we set up a pool to see who guesses the date or close to it??

Eric sent out the COVID-19 memos I received from McNamara (Aug. 14th) with the Board Agenda etc. This is the latest information I have.

As I learn more I will pass it on to everyone.

If you have any questions or thoughts please email me. I will send the questions and responses or answers to all so we are all kept up on what was asked. Some may have the same question.

I am sorry for the lengthy email and just getting it out this evening. It has been a crazy couple of weeks for me.

I apologize and will keep everyone up to date as I learn more.

Thank you and hope we can all live with this plan. I know it's not perfect but neither the amount of space we were allocated or me is perfect.

Take care and stay safe and healthy!!

--

Judy Cox

jacox@umn.edu

C) 651-338-8484

Attachments area