

UMRA Board of Directors Meeting

Monday, January 24, 2022

1:00 - 2:30 p.m.

Join the meeting by Zoom: <https://umn.zoom.us/j/97420278151>

Proposed Agenda:

1. Greetings and opening--Jan Morlock
2. Secretary's report, minutes--Julie Sweitzer (see minutes)
3. Treasurer's report--Greg Hestness (see documents)
4. Proposal for a senior/Age Friendly University day at UMN--Lynn Anderson (see Lynn's memo with questions)
5. UMRA Transition Task Force and decision about Spring forums--Frank Cerra, Ron Matross (see task force report)
6. UMRA/URVC relationship task force--Jerry Rinehart (four documents attached)
7. Spring visits with selected Regents--Cathrine Wambach, UMRA's liaison to Board of Regents
8. Forming a Nominating Committee (see memo attached with language from the By-laws)
9. Membership/dues/finances update--John Anderson, Greg Hestness
10. Communications Committee--Eric Hockert
11. President's report (see attached)
12. Other business
13. Adjourn

UMRA Board of Directors Meeting (Zoom)
Monday, November 23, 2021
1:00 p.m. to 2:54 p.m.
Draft Minutes

In attendance (virtual): John Anderson, John Bantle, Vernon Caldwell, Will Craig, Frank Cerra, Bill Donohue, Gary Engstrand, Cathy Lee Gierke, Cherie Hamilton, Greg Hestness, Eric Hockert, Laurie Koch, Virgil Larson, Ron Matross, Jan McCulloch, Jan Morlock, Kristine Mortensen, Jerry Rinehart, Julie Sweitzer, KaiMay Terry, Cathrine Wambach, Diane Young

Jan Morlock opened the meeting at 1:00 p.m. and asked for any comments on the agenda. There were none. Julie noted the October minutes had been distributed the day before incorporating Jan's edits. Bill moved approval, Laurie and KaiMay seconded, and all voted in favor.

Transition Report: Frank Cerra reported that the Transition Task Force had made ten recommendations. Nine were approved by the Executive Committee and the tenth left for consideration by a new task force on membership dues. In essence they recommend holding a Forum and Workshop each month (other than December and summers), formation of a host committee to handle logistics of events, note the need for tech support for in person and hybrid events, recognize the importance of the social component of in person events, promote following MN Department of Health guidelines, require attendees to be vaccinated before attending events and have proof with them (although no formal checks will be made), and want the March event to have a great speaker with lunch served at the tables. Frank added that they explored many venues but were unanimous in preferring Campus Club.

Bill said he liked the recommendations but is concerned March may be too early for an in-person event. Kris suggested changing the work "until" in the first recommendation to "before", so that it did not imply a requirement that there be an in-person meeting. Cherie noted the need for making reservations far in advance, with the option of cancelling. Jerry thought the policy used to be a 30-day notice to cancel. Cathy Lee Gierke looked up the policy and found the current policy states that cancellations less than 60 days in advance forfeit half of the room fee, and less than 30 days forfeits the entire room fee.

Jan raised the question of higher costs. Frank said the room was \$600, technology use has a \$200 base charge (more for hybrid events), and there could be an increase for food and service charges. Cathrine thought recommendation #6 on the social component was vague, and more of a value statement. Frank said it was intentionally so, meaning that the in-person events add the social component. Jerry added that the context was a desire to have the first in-person event be a homecoming of sorts. Gary moved approval of the recommendations and Vern seconded, all voted in favor.

Frank will tell the Campus Club board that UMRA is returning. He will complete the task force report and get it approved by the task force in time for the January board meeting. Kris

suggested a short item in the December newsletter, which would be due December 10, and Frank agreed to draft it.

Treasurer's Report: Greg presented the October report. The end balance is \$25,590. There was income of \$1340 from renewals, but expenses for memorials, newsletter and reimbursement of membership expenses were in excess of that.

- a. Greg proposed a time limit on reimbursement of expenses and made a motion to do so. He suggested 6 months. Members acknowledged there had been discussion of a reimbursement policy as none exists. Cherie thought 6 months seemed too long and proposed 3 months. Greg accepted the friendly amendment to his motion. Jerry noted the policy on policies provides a format and seconded the motion. Bill moved an amendment to the original motion stating that reimbursement requests submitted more than 90 days after the expenses is incurred are ineligible for reimbursement unless authorized by the board. Vernon seconded the motion, and all voted in favor.
- b. Greg said he was in process of changing UMRA's tax year to match the new fiscal year. Working with Bill and Kelly Farmer, recently retired UMN tax professional, he will submit the required form after January 1.
- c. Greg is working with Horizon Insurance Agency on general liability coverage. UMRA has had board officers and directors' coverage at the cost of \$750 per year. General liability is expected to cost roughly the same. Ron asked if we needed both, and Greg and Bill said yes. For example, if someone falls at an event, UMRA could be sued and the policy would cover costs of defense. The policy would cover formal meetings, interest groups, and driving cars as part of UMRA activities. KaiMay asked if hiking special interest group members should sign a waiver. Bill said he could draft a simple waiver, but they aren't often held up in courts. Greg moved to authorize a contract for general liability insurance not to exceed an \$800 premium. Vern seconded the motion, and all voted in favor.

Laurie moved to accept the treasurer's monthly report, Jerry seconded, and all voted in favor.

Membership Report: John Anderson discussed the membership reports he had forwarded to board members. There are 741 paid members and 120 who have not renewed, with a 70% renewal rate for new members. UMRA bylaws says members remain on the membership rolls for one year before being dropped. John said reminder messages are sent but he is not certain of the content. Jerry suggested the reminders sell the value of UMRA. Eric said he and Kris will look at the reminders with that in mind and recommend any changes. Jan McCulloch asked if the 70% rate was affected by COVID and virtual meetings. Diane, who is on the membership committee, said she thought it was typical. John reported that the most recent welcome event in November had 10 participants, from 81 invites. 8 completed the interest survey and he encouraged committee chairs to follow up on indicated interests. John will share with special interest groups.

The Membership Committee has discussed changing fees, and a subcommittee has worked on it but their report is not complete, nor has it been reviewed by the full committee. John said

they will likely recommend eliminating the special couple rate, as some members questioned why couples are subsidized. Historically there were some benefits including one less newsletter to print and mail. They will likely recommend a lifetime membership option, perhaps 15 times the annual rate. They did look at the average number of years deceased members had participated in UMRA, and the average was 17 years. They might recommend a 5-year option, and/or an option for automatic lifetime membership after a certain number of annual membership renewals. Finally, they are exploring adjusting the current annual rate, which was set in 2018, as costs are increasing.

Laurie asked if they had explored life range of members, and the lifetime membership practices of other organizations. John said no, other than the UMN Alumni Association which has a lifetime option. Cathy Lee Gierke confirmed UMRA does not have member ages or birth dates, so we can't do any actuarial calculations. John Bantle recommended a small amount of any dues increase fund professional development grants. Kris said that a 3-to-5-year membership option was a no brainer for her and could be a first step to adding a lifetime option a year or so later. Jerry approved of eliminating the couple rate but wondered about bringing spouses to luncheons. John said guests have always been invited. KaiMay suggested an option for honorary life members who contribute. Greg and John will work on options.

Travel and Social Committees: Cherie reported that the Portugal trip is still on for May, and the committee will meet in January to consider further activities. Cherie asked if she should share information about short travel lectures Road Scholars presents, and Laurie and Jerry suggested a single information message providing individuals with the option of contacting Road Scholars. Cathy suggested online social activities and offered to provide the tech support. Jan and John Anderson were interested, noting a new member offered Bell Museum tours. Cherie and Cathy will discuss options.

Program Committee: Ron reported that all Forums were scheduled through 2022, and only the March and November workshops were open. Fidelity might provide a financial program to fill March. Governor Walz' office is considering our invitation for February or March, but Bill thinks it is unlikely. The new Host Committee has a 4th member, Char Greenwald. The Dock and Paddle at Como Park has been reserved for an August date, but no financial commitment yet. The committee is exploring a June cruise on the Jonathan Paddleford.

Ron moved formal approval of the hiking special interest group. Jan said policy has the Executive Committee responsible for approval of new groups, and it approved the hiking group, but it is good for the board to endorse it. Laurie and Vern seconded the motion, and all voted in favor. Cathy asked about formal communication of the approval. Jan said Bev had already placed a public invitation in the newsletter, but she would include a note on the formal approval.

URVC: Jerry reported that the working group reviewed a Wilder Foundation article on merging nonprofits, and believe they are following the right steps. He met with Matt Kramer and Deanne Magnuson last Friday, after providing a list of volunteer opportunities and UMRA

activities to show the overlap. All support the 3-legged stool of intellectual engagement, social activities, and service. Matt Kramer thought the merger was a great idea, connecting it to the land-grant mission and President Gabel's current PEAK initiative. Marr is taking it to the provost and president and will report back to Jerry during the first week in December. Jerry brought up the MOU, and he reminded Deb Cran about it during a recent retirement event. Bill asked about funding, and Jerry said while he did not bring it up, he has no sense that it would be taken away. Jan asked if there is a 4th leg for the stool, perhaps deepening the commitment to and engagement with UMN? Jerry thought that was a valuable idea but thinks the service leg includes it (and the MOU specifically mentions it.)

Membership Dues Working Group: Jan asked for any comments on the proposed charge to the working group, and there were none. Bill moved approval, and Laurie and Jerry seconded. All voted in favor. John Anderson and Greg are the current group, and they are free to recruit others. A report is anticipated in the first quarter of 2022.

Cathy Lee Gierke encouraged everyone to get any web updates to her.

Jan noted this was the last meeting for 2021, and adjourned the meeting at approximately 2:54 p.m.

University of Minnesota Age-Friendly University Update January 11, 2022

The University of Minnesota was admitted to the international Age-Friendly University (AFU) consortium in September 2020. UMRA asked me to serve as the UMRA representative to the U of M's AFU planning committee in May 2020. When the U was admitted to AFU our group became a Council.

In our meetings we have been getting to know each other's units and all of the contributions that we are making toward helping the U expand its ability to be an even better AFU and reach more people. We are sharing relevant information about our units with each other's members. There has been some preliminary consultation with the UMC, UMD, UMM, and UMR campuses but we do not yet have members from those campuses on our Council.

The AFU Council is planning an Age Friendly University Day on Monday, June 20, 2022 and we would welcome the engagement, support, and participation of UMRA and its members. The tentative agenda includes breakfast and lunch, a presentation by President Gabel, a presentation by a member of the AFU Council, tabling by all of our Council organizations and a few more (for instance AARP), and workshops. We anticipate that Senior Day will be held on the East Bank of the UMTC campus. We would like to invite UMRA members to attend and would also welcome some UMRA member(s) tabling and perhaps presenting. We anticipate charging a very nominal fee (perhaps \$10 per person) for participants and are looking for sponsors.

My requests to UMRA are as follows. Would UMRA be willing to:
advertise the program to UMRA members and encourage them to attend? provide someone(s) to table and provide UMRA brochures and business cards? ask one of our members to be a workshop leader (topic to be determined)? make a donation toward the cost of the U of M's first Senior Day?

Thank you.

all best,

Lynn C. Anderson
UMRA member and AFU Council Representative

July 24, 2021

To: UMRA Board Members, Committee Chairs, Liaisons, Interest Group Leaders
From: Jan Morlock, UMRA President, 2021-2022
Subject: Creating a Transition Task Force

Background: In February, 2020 in response to the COVID-19 pandemic, UMRA swiftly redirected its member programs to an all-virtual format and has since that time been meeting on the Zoom platform with no in-person all-member programs or events. Also partly as a result of the economic impacts of the pandemic, the Campus Club, the venue where monthly UMRA programs had been held, has been advised by the University that its subsidy will be much diminished in the next fiscal year. This may have a bearing on the Campus Club's pricing and availability for UMRA. UMRA is creating a task force to develop recommendations for the operation of its programs as we emerge from the pandemic. UMRA past-president Frank Cerra has agreed to chair the task force.

Some resources that may inform: the UMRA member programming survey of July, 2021; ideas or examples from peer higher education retiree organizations or other local membership-based organizations; University of Minnesota policies or practices; reliable public health information.

Members: Bill Donohue, Eric Hockert, Virgil Larson, Ron Matross, Jan Morlock, A. Kris Mortensen, Jerry Rinehart; Frank Cerra, Chair. The chairman may adjust the committee's membership or consult with others as he sees fit.

Charge to the task force. Provide advice and recommendations to the UMRA board on:

- When to resume in-person programs. (Note: as a practical matter aside from public health conditions, returning to in-person may not be possible until November, 2021 at the earliest. The Program Committee is assuming virtual programs at least until that time.)
- Public health practices or constraints to be used for in-person programs
- Technology adaptations that may be needed and UMRA volunteer personnel considerations
- Other UMRA personnel considerations for managing events--for example, host committee for in-person events
- Parking considerations for in-person programs--continue assistance to members in the form of discounts? Continue to try to arrange parking reservations? (Note: Mary Ford observed that parking reservations at UMN facilities don't work and suggested ending them.)
- Venue for in-person events and relationship to the Campus Club
- Other matters as relevant.
- Report monthly to the Executive Committee and Board.

Timeline. Task Force Chair Frank Cerra has suggested that three to four months minimum may be necessary to complete the work of the task force. The task force will report monthly.

Potential Venues

Midland Hills Country Club

Banquet Facilities

(daytime charges, M-Th)

	Capacity	Room charge	Food & beverage minimum
Turnberry Hall	300	\$450	\$1,400
Large Turnberry Hall	160	\$300	\$850
Small Turnberry Hall	80	\$150	\$550
St. Andrews	50	\$150	\$200

- Non-refundable deposit (quoted at time of booking)
- Credit card payments, add 3% fee
- Cancellation fee included in contract; cancellations within 3 business days of the event are subject to the full estimated cost of the event
- Extensive entrée and buffet menus; maximum 3 different entrées
- AV equipment rental
 - LCD projector, \$100
 - Podium, \$30
 - Lavalier or cordless mic, \$50
 - Projection screen, \$20
- Coat check (optional), \$75/attendant for 4 hours
- Valet parking (optional), \$22/attendant/hour

Update from Jean: there would be no room charge if she (or another Midland Hills CC member) books the room. There might be additional considerations if this were to become a recurring meeting.

Menu options

MH offers an extensive lunch menu, including plated, sandwich, salad, and buffets. I recall our task force has already nixed the idea of a buffet, so here's a brief summary of the other options and prices. All luncheon entrées include coffee, hot tea, and milk -- plus *warm rolls and butter!* There is a limit of 3 different entrée choices for groups; I think limiting the choices to 3 would be the hard part!

- Plated entrées include one starch and one vegetable and range in price from \$22 for top sirloin steak, \$22 for grilled salmon, \$21 for walleye, to \$16 for penne pasta (vegetarian)

- Sandwiches range in price from \$15 for a chicken caesar wrap or deli club to \$14 for a half-sandwich and cup of soup.
- Boxed lunches are available for \$16 and include sandwich, apple, chips and cookie.
- Salad entrées range in price from \$16 for a Greek chopped salad or Buddha bowl to \$15 for a grilled chicken caesar
- Vegetarian entrées are \$16-18.

Room options

Turnberry Hall aka the Ballroom

- Normal maximum capacity is 300
- food & beverage minimum is \$1,400; assuming 100 attendees, that's \$14/each

Large Turnberry (2/3 of Turnberry Hall)

- Normal maximum capacity is 160
- food & beverage minimum is \$850; assuming 100, that's \$8.50/each

The \$450 or \$300 room rental charge is waived when the room is booked by a MH member (which Jean Kinsey has agreed to do).

MH catering manager Lisa Ruzicka recommended booking a room that is large enough to avoid seating people too close together (as a COVID precaution).

The *maximum* capacities noted above assume seating 10/table. She suggests 6-7/table.

A/V equipment is basic, a digital projector and screen that can be used for showing PowerPoint or video, and an "audio converter" that projects sound through the room speaker system. Similar to what Ron reported for Town & Country, the MH catering manager is the tech support. Lisa said groups needing tech support typically bring in their own A/V people. The room may be reserved for a technical practice session in advance of an event. When I asked her about hybrid programming, she said, "It's all new to everybody, we're still figuring this out."

The room has large windows overlooking the golf course (see attached photo). This is lovely BUT it could present challenges when it comes to positioning a screen for showing a PowerPoint or video presentation to everyone in the room.

Parking is free and ample.

Bell Museum

Bell Museum events manager replied that the largest room they have available for sit-down lunch during the day is a room that accommodated 60 pre-pandemic and may be further constrained when they are back in the business of hosting events, after the first of the year. I think that disqualifies the Bell Museum as a potential location, at least for 2022 until we see what happens with our number of in-person participants after the transition.

At this time, the Bell Museum is not hosting events and meetings through the rest of 2021. We are looking to make a decision regarding 2022 events in mid September 2021. When we are able

to start events again, our largest event space that is available for rental during the day is the Nucleus. Pre-pandemic, the maximum capacity for a seated lunch in this space was 60 guests. This number may go down to account for social distancing. If you have any additional questions, please let me know.

Town and Country

Lunch options

River Room aka Rooms 1, 2, and 3

300 capacity

\$200 room charge

\$1,400 food minimum

assuming attendance of 60, that = \$27/person

River Room 2 aka Rooms 1 + 2 or 1 + 3

250 capacity

\$200 room charge

\$900 food minimum

assuming attendance of 60, that = \$18/person

North Wing aka Room 2

60 capacity

\$150 room charge

\$450 food minimum

assuming attendance of 60, that = \$10/person

Suggestion: Breakfast in the North Wing

\$125 room charge

\$300 food minimum

assuming attendance of 60, that = \$7/person

The River Room could accommodate us. For Tuesdays, the room charge would be \$200 + a minimum of \$1400 in food. They want to know the number attending 3 days in advance, and we would pay for at least that many regardless of whether they attend. We would also pay for any additional meals. They provide a podium, microphone, and wifi. There are additional charges for projectors and screens (see below).

Catering brochure:

<https://www.tcc-club.com/files/Catering%20Brochure%202021%20%5B2%5D.pdf>

Policies & extra charges:

<https://www.tcc-club.com/Default.aspx?p=dynamicmodule&pageid=401441&ssid=334139&vnf=1>

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Last week I met with the catering director at Town and Country and she provided me with two cost estimates for luncheons, one with a plated lunch including salad, and coffee/tea, the other a sandwich with chips and coffee/tea. The estimates are in the neighborhood of what we pay at the Campus Club, as I understand it. However, there are issues with T & C:

--Variety in the menu is limited. The menu is fixed, with six plated lunch options (three chicken, one pork, and two fish) and eight sandwiches. You can have no more than two selections at an event (presumably a main selection and a vegetarian/gluten-free alternative.) If we had eight lunches, we would have cycled through the menu and would be starting over again. They have several buffet options (I would be happy having the deli buffet every time), but they would have all the safety and timeliness issues associated with buffets. The plated option she quoted was the cheapest one of the six, at \$21 a person. The other meat options are \$22 or \$23, and fish options are \$26. The fish would cost us another \$500 for 100 people. They have done box lunches during the pandemic but I didn't get a price on those or a price on plated lunches without the salad. They really seemed geared more to one-off events like weddings than to recurring meetings.

-- The decor is Ye Olde Men's Hunting Club, with dark wood, carpet and wallpaper (I half expected to see rhino and lion heads on the wall). However, we would be meeting in the River Room, which has large windows with a view of the river and Mpls skyline. They had the room set up for a meeting when I visited, so I saw that they had only one screen and projector, but the screen was large so it might be adequate. They have considerable flexibility in set-up, with different sized tables and configurations. Parking is ample, convenient and free.

--They do have broadband, but don't have any special arrangements for streaming. Emma, the catering director, is the tech support.

--They are doing renovations this winter, so the building won't be available until April. I was thinking that 1930 had called and wanted its decor back, but the renovations will instead be infrastructure like repaving the parking lot and fixing plumbing. I was disappointed to learn that the renovations don't include anything with the HVAC system. So, I don't know the quality of their HVAC. I did note that nobody inside, staff or guests, was wearing masks.

All in all, I think it remains a possibility, but the menu could be a deal breaker.

St Paul Student Center

In the St. Paul Student Center, the Cherrywood Room accommodates 96 people for \$100 UMN departments and \$200 for outside guests. The Northstar Ballroom can

accommodate 272 with banquet rounds (tables) \$500 for UMN departments (\$700 for outside guests).

I confirmed the cost for the St. Paul Student Center (Northstar Ballroom) of \$500. This is the minimum charge.

They have already tentatively reserved this space for us starting with March 22, 2022 and will hold this for us until August 26, 2021. They want our EFS number but I told them we plan to decide at our September meeting.

Of course, we can request this space later if it's available.

University Dining Services could provide food. I haven't checked with them yet but would guess menu costs would be the same as the food they provide at any other university event.

Rooms - Cherrywood (96 people, \$100, UMN rate with EFS), Northstar Ballroom (272 people, \$500, UMN rate)

Availability - Both rooms are currently available all day on March 22, April 26 and May 24, 2022

Cancellation fees - > 30 days/\$0, 24-30 days/25%, 17-23 days/50%, 6-16 days/75%, 0-5 days/100%

Audio/Video - Both rooms have projector, screen, podium, PA system at no additional cost, wireless microphone costs \$40

AV technician - There would be an additional cost if a technician's help is needed

Coats - They place coat racks in the room at no additional cost

Parking - Closest ramp (Gortner) is a few blocks away. There is on street parking but limited to one hour.

Food - We would work directly with U Dining Services. They would then work with the St. Paul Student Center events group on details.

Process - Events group would contact us 30 days prior to the event for an event planning meeting e.g. food plans, number of attendees, room setup, A/V, ...

Campus Club

We are open and executing in-person events. In the past, you used the West Wing for lunch, so we can certainly do that again for 100+ people.

If you'd like to have additional A/V help, our tech, Joel, is available. I know your group has worked with him before.

Attached is a copy of the BEO (banquet event order) from the last luncheon here in Feb of 2020, which seems like a lifetime ago! The pricing would be the same, so this should give you a good idea of your costs for the luncheons.

Retirees Lunch Function #: 4609

Total for Room

\$550.00

ESTIMATED CHARGES (Actual Charges Presented At Conclusion of Event)

Charges

\$1,323.00 \$462.00 \$14.08 \$550.00

Taxes

\$127.40 \$44.48 \$7.22 \$0.00

Service Fees

Total

\$1,715.00 \$598.88 \$36.30 \$550.00 \$2,900.18

\$2,900.18 \$0.00 \$2,900.18

Food

Beverage

Miscellaneous

Room

Grand Total for Retirees Lunch

\$264.60 \$92.40 \$15.00

\$0.00

As for the hybrid IT capacity, we contract through a company called AVEX for anything larger than a small group meeting. They are really good at handling the large, interactive forums, but are pricey and may run as high as \$4000. If you just want a zoom connection that people can link to, I have a guy who charges about \$500 for that. For a small group (like my committee meetings) we have an OWL that can be set up for \$75.

We have verified that there is proper air flow in the HVAC system of all of the buildings and rooms and that our system is operating to standards and above standards where possible.

With regards to the University's general response to any concerns in this area, I'm sharing below. Any additional specific concerns about your offices can be brought back to my attention and I will do my best to respond.

Good questions indeed, and I'll try to give a "HVAC Sunrise" perspective to your inquiry. The short answer is to consider voluntarily wearing a mask or voluntarily install a portable air cleaning units to any specific spaces of concern. Private offices are not

considered large group settings and ventilation systems serving these space types will continue to operate normally. Currently, the HVAC for the entire building is running continuously and because the mask and distance criteria has been lifted, supply fans will be operating with a purge period for two hours daily starting about August 2, 2021. While we can agree or disagree with the University's back to work directive and masking, faculty and staff have little influence on that decision. The quality of education is probably one factor (competition among other schools) and the other likely factor is equality (people working on campus while others work from home).

Facilities Management has no basis for declaring any space within a building as "safe." It would be difficult to explain the condition of all buildings on campus in a paragraph and it would be ultimately inaccurate. There are nearly 240 twin cities campus buildings, a couple thousand instructional spaces, and tens of thousands of spaces or rooms. Each building's heating, ventilating, and air conditioning (HVAC) is uniquely designed to fit the university/department needs at the time of construction. Newer buildings and renovations, of course, have more capable ventilation systems than the older buildings. Large instructional spaces (mostly classrooms) have been specifically evaluated on the Twin Cities campus.

The virus can spread from an infected person's mouth or nose in small liquid particles when they cough, sneeze, speak, sing or breathe. Without masks and distancing, the building ventilation does not have the capacity to prevent transmission from occurring, say in a classroom. Facilities Management does follow a number of guiding principles, including best industry practices as provided by ASHRAE, and are listed below:

- Facilities Management Sunrise Support <https://facilities.umn.edu/our-services/facilities-management-fm-sunrise-support>
- University of Minnesota Sunrise Plan <https://safe-campus.umn.edu/sunrise-plan>
- State of Minnesota, Governor and Department of Health <https://www.health.state.mn.us/diseases/coronavirus/>
- CDC <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>
- ASHRAE <https://www.ashrae.org/technical-resources/resources> and <https://www.ashrae.org/file%20library/technical%20resources/covid-19/ashrae-reopening-schools-and-universities-c19-guidance.pdf>

FM Support to the Universities Sunrise plan is operating with guidance from a HVAC focused workgroup. The Work Group was charged to advise FM on ventilation strategies for University buildings amid challenges posed by the COVID-19 pandemic. The guiding principle is to interpret the latest CDC and the ASHRAE guidelines. The basic workgroup recommendations are as follows:

- Operate ventilation systems continuously, to maintain constant flow of building air through the filtration systems and into the spaces.

- *Verify ventilation systems to ensure they meet or exceed code requirements (for spaces that don't meet current codes and serves large group instruction, we have installed air purifiers)*
- *Disable demand control ventilation (pause the use of CO2 sensors to manage fresh air)*
- *Increase the outdoor ventilation beyond the design minimum as much as possible (the limitation with outside air is the cost of heating and/or cooling that are instead of recirculating)*
- *Open windows in naturally ventilated rooms when used for group activities (we have portable air purifiers to manage this in the winter months)*

Two prevailing concepts are:

- *Limit the maximum concentration of aerosols in the space, to increase air velocity to more quickly reduce the concentration once the source leaves the space*
- *Room filters (portable air cleaners) can be applied in spaces that have limited HVAC capacity or higher risks*

There is a lot of news about aerosol distribution via the HVAC System, and at this time, the work group is not aware of any documented case of a large multi-zone HVAC system transporting infectious aerosol particles from one space and delivering them to a second space in sufficient concentration to cause an infection.

The pandemic has certainly been a distraction to all our lives and there does seem to be a few silver linings, particularly about working from home. We may reduce our office spaces across campus, or at least limit office space growth, in the future. In the meantime Energy Management is very aware of the U of MN's carbon footprint goal of net zero by 2030 and 80 percent reduction (on new buildings) by 2025 and are diligently working towards that goal every day yet operating healthy buildings.

I appreciate your good questions and am glad to try and answer further questions or direct you to other sources.

Jay Amundson, CEM

District Engineering Manager - Energy Management

-a division of Facilities Management

UNIVERSITY OF MINNESOTA

Utilities - Engineering – Efficiency

IT Information

University Classrooms

Oct 20, 2021, 2:26 PM (17 hours ago)

Jeremy Todd <todd012@umn.edu>
to Gerald, me, william, Robert

Hi, Jerry.

We confirmed with the University of Minnesota Real Estate Office on the external classification. The fees are correctly listed and would be confirmed when we schedule the classroom(s).

The adjacent, social interaction space might be harder to coordinate. There are other options on campus and the Real Estate Office [lists various facilities contacts](#). The following facilities are likely to also offer technical services for a fee, as well:

- [Northrop Auditorium](#)
-
- [Coffman Memorial Union](#)
- [Carlson School of Management](#)
- [Humphrey Conference Center](#)

Classrooms are provided in "as is" condition for events. This means that the installed, unlocked equipment, features, and furniture in the room are available for your event as-is. The following items are typically included as part of a classroom reservation:

- Standard classroom furniture (seating, tables, etc.)
- Use of unlocked, standard room equipment
- Use of unlocked technology

A classroom reservation does not include any event support services (A/V equipment, catering, custodial support, security, etc.).

Thanks for visiting the site and learning more about events in classrooms.

OCM will process the request as an [external group](#). When you are ready to request a room for your event, submit an [event request](#). The scheduling staff will connect afterwards with next steps.

You will need the following items after you submit an initial request:

- A completed License Agreement as provided by OCM

- Classroom daily use fee (see details on the [external group](#) page)
- Proof of liability insurance ([refer to classroom expectations of use](#))

Access to buildings is not standard across the Twin Cities campus this year and some require UCard access during the day. For example, Hanson Hall located on the West Bank only has University Hours: buildings are locked, but are accessible by all faculty, students, and staff using their UCard.

Building access may limit the available classrooms, but we will look for classrooms in buildings that have public hours and do not require UCard access.

Campus Club

As for the hybrid capacity, we contract through a company called AVEX for anything larger than a small group meeting. They are really good at handling the large, interactive forums, but are pricey and may run as high as \$4000. If you just want a zoom connection that people can link to, I have a guy who charges about \$500 for that. For a small group (like my committee meetings) we have an OWL that can be set up for \$75.

UMRA Transition Task Force
Notes about hybrid programming
November 11, 2021
From Kris Mortensen

On November 1, Virgil Larson and I met with Joel Westacott, the Campus Club “Zoom guy,” to discuss the technical and human resource requirements for a hybrid Zoom event in the West Wing Dining Room. We were referred to Joel by CC Executive Director Ann Holt and Events Director Mollie White. Joel has provided A/V support for Campus Club events and online webinars across campus for 15 years.

Scenario A.

Assumptions:

1. Live forum for in-person audience plus remote audience attending via Zoom
2. Luncheon meeting
3. In-person audience of 80-150
4. In-person guest speaker
5. In-person Q&A moderator
6. Virtual audience of unknown size
7. Meal service/table clearing is completed before the start of the program
8. Zoom event
 - a. Opening
 - b. Speaker presentation
 - c. Q&A session
 - d. Closing
 - e. Recorded for posting on UMRA website

Technical requirements:

1. Four computers or devices
 - a. Computer used as production control board
 - b. Second computer to monitor Attendee view
 - c. Presenter's computer, at podium
 - d. Q&A moderator's computer (she would use her computer camera plus an in-room microphone, not computer microphone, to join the Zoom on video and audio)
2. Video camera for podium
3. Headphones for technical director
4. All audio and video must be tied into the room A/V system
 - a. Podium mic, used by host to open and close the program
 - b. Podium or clip-on mic, for guest speaker
 - c. Mic for Q&A moderator
5. Sign on with eduroam for wireless internet connection
6. Note: UMRA has a long cable (with USB ports) that Joel sold to us for connecting laptops to the West Wing A/V at the podium

Cost:

Joel charges \$55/hour, including at least one hour for pre-event setup.

Practice session:

All three of us agreed that it would be a good idea to have a general practice session (BEFORE an event-specific practice session), involving both in-person and remote attendees in addition to the Zoom production team, before attempting an actual hybrid event.

Scenario B.

Assumptions:

1. The host, guest speaker, and Q&A moderator participate remotely
 - a. Questions from the live audience are collected on cards and sent electronically to the Q&A moderator,
 - b. or, the moderator joins the Zoom from the West Wing, fielding questions on cards from the live audience and via chat from the remote audience
2. Zoom webinar would be livestreamed on the two large screens in the West Wing and recorded
3. Meal service/table clearing could continue during the Zoom event

Scenario C.

Assumptions:

1. UMRA Forums are in-person only and UMRA Workshops are virtual only
2. Rekindle the social nature and importance of our in-person programming

January 12, 2022

- I. Key ideas emerging from Rinehart / Jan Morlock conversation on 1/11/22 regarding the merger process.
 - a. What exactly would we be asking the UMRA membership and URVC Board to consider approving?

-Possible answer:

"In May 2022 at UMRA Annual Membership Meeting and URVC Board meeting, we are presenting for approvals the following motion:

'To approve the merger of URVC and UMRA pending mutually satisfactory resolution of remaining organizational, procedural, and operational matters. These arrangements are to be finalized by December 2022.'

- b. We agreed that a joint meeting of the UMRA Executive Committee and the URVC Board should be held on March 15, 2022. We think it would be helpful for all participants to get to know one another and exchange perspectives on the merger issues.

II. Additional thoughts after URVC Board meeting on 1/11/22:

A document has surfaced related to a 2004 agreement between UMRA and URVC which suggests UM funding of URVC was an issue limiting formal merger. Rinehart is seeking more information on this from the UMRA Archives.

Although VP Kramer and Provost Croson's office have given the green light to the merger discussion and have indicated funding would not be jeopardized, perhaps a fall back arrangement could be framed as follows:

"If necessary to retain U-Relations funding, the [re-named] URVC will remain financially independent of UMRA, but will be considered part of the UMRA brand and organization in all other matters."

Jerry Rinehart, 1/12/22, for Jan Morlock consideration

1/13/22

See below

Issues:

Merger Questions about :

- Name of new URVC within UMRA?
- Does current URVC Board remain intact and become the unit's "Committee" following merger?
- What the organizational structure (i.e. Org Chart)?
- Financial arrangements: Assumption that URVC retains its "line of credit" with U-Relations (no University funds exist within URVC; UMRA does not have access to this "line of credit")
- Status of Treasurer position within current URVC visa vie UMRA Treasurer
- UMRA Bylaws
- URVC Bylaws

Initial List of Merger Questions to be Resolved:

- Name of new URVC within UMRA? URVC Board refers to “defining the ‘C’ word.
- Does current URVC Board remain intact and become the unit’s Committee/Center/Clearing House?
- What is the organizational structure (i.e. Org Chart)?
- Clarify financial arrangements: Assumption that URVC retains its “line of credit” with U-Relations (no University funds exist within URVC; funds restricted to support of Volunteer operations)
- Status of Treasurer position within current URVC vis a vis UMRA Treasurer
- UMRA Bylaws—to incorporate URVC? When to initiate revisions?
- URVC Bylaws—disappear or modify to govern the new “C-word” group

Rinehart, 1/14/22 for Work Team, Jan Morlock and UMRA Exec Cmte

Date: 1/14/22

To: Jan Morlock, Eric Hockert

From: Jerry Rinehart

Re: Excerpts of URVC Minutes Re Discussions of Merger Benefits/Risks

From 1/5/2022 URVC Executive Committee Meeting:

...Progress of UMRA/URVC Work Team – Merging URVC and UMRA – (risk/benefits document attached to agenda).

Jerry [Rinehart]- potential merging of the two groups. Discuss the opportunities and challenges.

Dave [Hunter]- much less confusing if one entity. Sees no disadvantage.

Eric [Hockert] total agreement, Dave nails the essence of this effort.

John- it's been going on for a long time and has always been confusing. It makes a lot of sense. Three primary University initiatives- instruction, research and outreach/service. We should be in step with the same.

Dave- every UMRA meeting should have a URVC rep.

Deanne [Magnusson]- intellectual development is critical.

Jerry- one of the UMRA mission statements (the one on UMRA's website) [includes providing opportunities for UM retirees to participate in volunteer activities as a goal. UMRA and URVC split approximately 30 years ago, for reasons unknown... That function has been missing since the separation.] *some wording clarifications by JR 1/14/22*

John [Anderson]- in the past years there have been UMRA surveys about volunteerism. UMRA appears to have a broader view of what is included in volunteerism. The surveys seem to overlap with what URVC is all about. Now we can bring them back together.

Jerry- merging may provide a better grasp on the broad volunteer efforts done in the communities, by UMRA members. It's important to keep Better Impact to document volunteering but with the union, there may be better reporting of volunteering.

Deanne- the merger potentially utilizes the expertise skills of both UMRA and URVC volunteers. It aligns with additional service opportunities. Benefit to academic interests. Community outreach and service emanates from the University board, particularly the president's office. Let's emphasize that connection.

Jerry- merging can potentially add staff to help with URVC responsibilities. In the office and on the board. Want to make sure that URVC members who have dedicated many years do not feel their efforts are diminished or subsumed by the change.

Eric- the volunteer recognition event at Eastcliff was the result of a connection Judy Cox had with someone in the President's office.

John- Lucy Levitan was the first to start the Eastcliff connection. There was also a strong advocate with Karen Kaler, (former president's wife). Let's make sure we voice our appreciation for the many years of URVC service to URVC members.

Leslie [Koidahl]- I see only benefits.

Dave- perhaps ask for input from any URVC members who are reluctant to merge.

Jerry- some slightly complicated, organizational structure issues, such as;

1. UMRA requires some affiliation with the University to be a member. However, there is discretion on their board to overrule this.
2. There is one person that handles messaging and communication for UMRA that is not able to add more responsibility. That will need resolution.
3. Possible issues if U Relations withdraws their financial support- [would UMRA be willing to increase dues to support URVC?] *some wording clarifications by JR 1/14/22*

From Minutes of January 11, 2021 URVC Board meeting:

...Discussion of UMRA/URVC relationship. Hand out with risk/benefits included with agenda. URVC split off from UMRA about 30 years ago. No hard facts available but anecdotally the University indicated they would not fund UMRA for a volunteer center. May have also been personality issues and UMRA leaders felt there would be too much work for a volunteer center.

Benefits-

- Eliminate confusion.
- A good time to clean up some confusing or ineffective processes in both groups.
- May be allowed to present in University pre-retirement meetings if we are one group and not two.
- Brings both groups in alignment with the University core values- teaching, research and outreach.

Risks/Outstanding issues to be addressed, considered or resolved -

- Two separate purposes- UMRA serves retirees. URVC serves communities with volunteer efforts.
- Need to make sure we are able to capture potential increase in volunteer efforts in the Better Impact database. If the volunteers don't register themselves, an office staff person would need to log the information.
- UMRA requires some affiliation with the University to be a member. They could be considered "volunteers" or the board could override that requirement. Also, revisions to UMRA Bylaws may be necessary as part an integration project.
- Even though continued funding from University Relations has been reassured by the Vice President, there is still underlying concern the funds could be eliminated with a merger. There could then be additional pressure on UMRA member dues.

- Is there a specific metric that the VP would be looking for that impacts funding?

Alan- Located an important historical statement regarding working relationships between UMRA and URVC. “A statement of agreement on working relationships was formulated in January 2004 following discussions between John Howe and David Johnson, representing UMRA and Alan Kagan and Walter Johnson, of URVC. The UMRA board approved the proposal to designate a URVC board representative to be a member of its board with full voting rights.” Alan will send this document to Jerry for inclusion in the Work Team efforts.

J. Rinehart, 1/14/22. Prepared for UMRA Exec. Cmte Discussion on 1/17/22

January 20, 2022

TO: UMRA Board of Directors

FROM: Jan Morlock, UMRA President, 2021 - 2022

RE: Forming a Nominating Committee for election of board members and officers

The process for UMRA elections is well defined in our By-laws. (See text of Article X, below.) Our Nominating Committee will be chaired by Past President Frank Cerra and will include six other members of the Association, including Ron Matross, as President-Elect. The current President also serves on the committee. We will need to appoint three people to the Nominating Committee who are UMRA members who are not serving on the board, and one (in addition to Ron) who is a current UMRA board member.

We will need to present a slate of candidates for board members and officers for action by the UMRA membership at our annual meeting on May 24. To achieve this and have sufficient time for the Nominating Committee to do its work, I have conferred with Nominating Committee Chair Frank Cerra and am recommending the following schedule:

- January 24, announce formation of Nominating Committee; invite board members to recommend members for the Nominating Committee by Monday, January 31
- February 1 and onward, Nominating Committee begins its work
- February 28, Nominating Committee Chair makes interim report to Board; Board affirms membership of Nominating Committee
- March 21, Nominating Committee finalizes slate in time for Executive Committee meeting
- March 28, Board reviews and endorses slate for nominations
- April 10, submit board-approved slate for publication in May newsletter
- May 24, UMRA election at annual meeting of the membership.

Consistent with this timeline, if you would like to serve on the Nominating Committee or if you would recommend other members to be invited to serve, please submit names to Frank Cerra at cerra001@umn.edu, by Monday, January 31.

From the By-laws:

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.

To: The UMRA Board of Directors
From: Greg Hestness, Treasurer, with John Anderson
Date: January 16, 2022
RE: UMRA Financial Situation

Board President Morlock asked John Anderson and I to review the financial picture for UMRA and bring forward any observations or recommendations. John and I have met (via Zoom) and provide the following thoughts and recommendations:

Before John and I met, I examined the last two fiscal years, FY 20 and FY 21 (cash flow comparison attached). As we contemplate some form of post pandemic return to in person forums, these were two good years to compare.

These years are an excellent opportunity to compare finances during an in-person year, FY 20, and during a virtual year, FY 21.

- **EXPENSES**

- Because of in person luncheons FY 20 had higher revenue and higher expense. The luncheons were slightly subsidized by UMRA. That slight subsidy and payment to Parking and Transportation Service, for a parking discount for members, that more importantly allowed them “reserved” parking when it was “reserved only” parking, added slight cost that UMRA absorbed.
- The revenue category of “Dues” increased in FY 21 because they were formerly combined under the title “Dues/Pre-Paid Luncheons” for members who preferred to pay both their dues and pre-pay lunches for the year.
- Sponsorships declined \$2,578 or 38% from FY 20 to FY 21. Bev Moe is our liaison to our sponsors. She may know why there was decreased sponsorship. As you will see, after looking at expenses, that decline so far, has had little impact on our bottom line.

- **REVENUE**

- Without luncheons our revenue decreased but so did our expenses, essentially cancelling one another out.
- The expenses for the Newsletter increased \$4,747 or 34%. John observed that the quality and quantity of content of the newsletter had increased notably over the years.

Previously the newsletter might be four pages. It is now six and up to eight pages. This caused more production cost from Printing Services; production/printing and postage.

- Conference expenses (AROHE) and meeting room rentals did not continue in FY 21. We continued with our AROHE membership.

- **CONCLUSION**

- There was no appreciable growth in our Savings or CD.
- Without in-person expenses we closed FY 21 with a slight gain, \$1,692, over FY 20. This gain could be attributed to the lack of Conference and Room Rental Expense
- At present, UMRA's revenue and expenses are adequate and quite stable.
- A return to in person meetings would likely return the cost of conferences and room rentals.
- These increased costs or a further decline in Sponsorship could result in the need to draw down essentially fixed assets, the CD and Saving to cover ongoing expenses.
- The combined value of our CD and Savings account is \$17, 215.
- That could be a reason to increase dues.

John and I also discussed possibilities and developments that could have a financial impact on UMRA:

- **Should we eliminate the couples rate for membership and increase the spouse/partner rate to \$30 equal the primary UMRA member?** We don't believe the impact on revenue is known. If the partners all chose to continue membership at the \$30 rate, yes revenue would increase. We feel it is also probable some partners will choose not to continue. The partner rate is the nominal fee of \$10. For \$30 or \$35 some will choose to give up membership.
- **Should we increase dues?** They have not increased in some time. John and I did not see a compelling reason to increase dues at this moment. We have a core asset balance, savings and CD, that is stable. However, the future of our expenses is uncertain. If we return to the Campus Club or another venue, will costs have increased? Will attendance decrease with some expecting to participate virtually? Can we/will we do both

simultaneously? If we offer both, might that discourage in-person attendance undermining revenue for the event? We noted that if there is a decision to increase due for the coming year, **that decision should not be made later than April so that could be announced in the May newsletter.**

- **Continuing an in-person forum will there be an increase luncheon in costs?** John observes that of our roughly 700 members, usually 100-150 attended the luncheon. When we resume, if there is a sharp drop off in attendance, might we be short of minimum sales for the venue? Options:
 - Increase luncheon cost to members?
 - Ask virtual attendees to support the cost of the event at some level?
 - The lunch should be self-sustaining, not drawing from dues nor fixed assets.
 - If we are losing money, we could ask for a surcharge on luncheons.

- **What is the purpose of our fixed assets, savings and CD?**
 - Rainy day/emergency fund?
 - Should we move more into savings when we have gains?
 - Is it adequate? It has been very stable but without growth, it will lose value if inflation continues.

- **The future of professional development grants?**
 - With the U suspending or terminating these grants, do we want to seek another funding source?
 - John points out this was about \$45,000/year.
 - It would not take long to deplete our permanent assets and some research is multi-year.
 - Solicit donations under UMF?
 - UMF is tax deductible, UMRA is not?
 - Michigan retiree association has put out a request for donors.

UMRA CASH FLOW COMPARISON			
FY 2020		FY 2021	
Revenue			
Dues/Pre Paid Lunch	\$21,812		
Dues	4,408		\$12,400
Luncheons	7,078		
Sponsorships	6,750		4,500
Savings Cert. Int.			42
TOTAL	\$40,046		\$16,942
EXPENSES			
Lunch	\$23,964		
Newsletter	9,303		\$14,050
Communications	829		
Conference	1,817		
Memorials	714		832
Membership	406		120
Rooms/Misc	1,582		
Insurance	794		855
Lunch Refunds	380		
1099 Tax Prep			75
TOTAL	\$ 39,788		\$ 16,008
Gain/(Loss)	\$258		\$934
Ending Assets (CD, Svgs, Checking)	\$18,175		\$19,856
CHANGE Gain/(Loss)			\$,1,692

- The major difference between these years is the absence of in person events, revenue and expenses, no Campus Club expense or revenue.
- Taking over from Treasurer Carl Adams, I don't know the difference between "Dues/Pre-Paid Lunch" and "Dues".
- Regardless, the bottom line for UMRA is similar.

UMRA Membership Report - January 17, 2022 - Virgil Larson

On September 1, 2021, 86 members were marked inactive because they had not renewed for over a year. Of these 86, 30 were new members (29% of the 104 new members for 2019-2020), and 56 had renewed at least once (10% of the 537 renewed members for 2019-2020).

A total of 743 were considered active members on January 4, 2022.

Of these 743 active members, 131 have not renewed for 2021-2022. Of these 131, 56 were new members last year (45% of 119 new members for 2020-2021), and 75 renewed last year (16% of 508 renewed members for 2020-2021).

The remaining 612 members were 74 new and 538 renewing (250 at the single rate of \$30 each and 288 at the couple rate of \$20 each). Only renewing members pay membership fees.

So far this membership year, 250 members paid the single rate of \$30 (\$7500), and 288 paid the couple rate of \$20 each (\$5760), for a total of \$13,260.

Membership Year September 1 - August 31

	19-20	20-21	21-22
Total	675	695	743
New	85	67	74
Renew	537	507	538
Not paid	53	121	131
Removed	79	33	86

Communications and Outreach Committee

TO: UMRA Board
FROM: Eric Hockert, Chair, C&O Committee
DATE: January 24, 2022
SUBJECT: Communications and Outreach Committee Update

Here are brief updates from the Committee's sections with requested

Board action and input highlighted in red.

Newsletter/eNews – Kris Mortensen

In light of all the important information expected to be included in the May 2022 newsletter (annual meeting and elections, UMRA-URVC merger, summer programming, etc.), and in order to maximize our potential reach to members in advance of UMRA's May 2022 Annual Meeting,

Board Input - We propose that we mail the May print newsletter to every UMRA member household. Hope to have estimated cost available at meeting time.

Background Information

According to the UMRA Membership Report presented at the Executive Committee meeting on January 17, UMRA currently has 743 active members (including 131 who have not yet renewed for 2021–22.)

Of the active members, 274 will receive the February 2022 *UMRA News* (print edition, sent via USPS) and 768 will receive the February 2022 *UMRA eNews* (sent via the UMRA Member Listserv).

It is tempting to think we reach 700+ members via the *UMRA eNews*, but the click data we collect from Mailchimp shows that readership of the eNews is a fraction of the circulation.

For example, for May 2021, only one article received more than 100 clicks; there were 75 clicks on the link to the newsletter PDF posted on the UMRA website; 41 clicks on the link to the article about the candidates up for election to the UMRA Board; and just 30 clicks on the link to the article about the annual meeting and forum. Because we don't know if these clicks were unique, that means there were 30 or fewer unique clicks on the annual meeting and forum article, etc., etc.

Communications and Outreach Committee report
UMRA Board (January 24, 2022)
Eric Hockert, Chair, C&O Committee
1/20/22

Zoom Forum and Workshop participation, 2021–22 – Kris Mortensen

		Registered	Unique Viewers
9.14.2021	UMRA A.M.	66	39
9.21.2021	Special Forum: Mpls elections	81	51
9.28.2021	Forum	88	55
10.12.2021	UMRA A.M.	41	29
10.19.2021	Workshop: OHR	221	159
10.26.2021	Forum	75	40
11.09.2021	UMRA A.M.	36	29
11.16.2021	Workshop	61	41
11.23.2021	Forum	88	43
1.18.2022	Workshop	47	35
1.25.2022	Forum	89	

Website – Cathy Lee Gierke

The web migration and design team, under C&O, met Jan 10, 2022 to begin to plan the redesign and migration of the website from Drupal 7 to Drupal 9. Migration to Drupal 9 needs to be completed by November 2022. We're looking at how much of our News & Events, and Forums & Workshop articles to carry forward. Ron Matross supplied guidance on this. Not so concerned with News or Events articles, but would like to preserve some Forum and Workshop history. He suggested 3 years.

Board Input – Any further input on website content that should or should not be migrated to new website?

Team and Timeline

There is a great collection of talented and willing volunteers, including Kathy Jenson, Mike Austin, Eric Hockert, Kris Mortenson, Will Craig and Cathy Gierke. They will meet every couple of weeks for a couple of months to layout process, timeline and assign tasks. We will bring a design to the C&O committee for their feedback, and for their approval of a final design, hopefully by early summer, before we begin the build (June- Sept) and migration (Sept-Oct). The migration can be split among our enthusiastic web team members so each has an area to migrate.

Membership communications – John Anderson

The Office of Human Resources (OHR) sends UMRA's letter of invitation each month to that month's new retirees. OHR sends the letter since some official decided that it would be a violation of HIPPA regulations to provide UMRA with the names and addresses of the new retirees. This letter is UMRA's only contact with new retirees, so the content of the letter of invitation is of crucial importance to our recruitment of new members. The letter is revised twice a year. Once in late summer when UMRA has elected new officers and board members and once in late February to update the expiration date of the free new membership. Communications experts are invited to provide input to the content of the letter.

Since many new retirees choose to take some time to figure out the changes in their schedule and life style, additional letters of invitation one and perhaps two years after retirement might be very effective in recruiting new members.

Should OHR be contacted to see if they are willing to do this on our behalf? If so, the text of an appropriate letter would need to be written. Who will do this? Are there additional ways in which UMRA might communicate with retirees? This is the focus of our upcoming Committee meeting (1/26/22).

Board Input – Status of MOU that includes a commitment by UMN/OHR to send UMRA information for a period of three years after everyone's retirement.

JOIE – Kris Bettin

The UMRA-sponsored journal, the *Journal of Opinions, Ideas & Essays (JOIE)*, was established in 2013 as a venue for articles not suited for professional journals. The format and subject matter of the articles are flexible and authorship is open to everyone in the University of Minnesota community, active or retired, faculty or staff.

After a brief hiatus, the journal was reactivated in early 2021, when Kris Bettin volunteered to serve as editor-in-chief. Since then, the *JOIE* homepage has been updated to add to its usefulness and attractiveness, several new members were added to the editorial committee, and Kris has written a number of articles promoting the renewed journal in venues outside of UMRA. Since March 2021, eight new articles have been published in *JOIE*, bringing the total collection to thirty. Toolkit documents have been written to be placed in the UMRA website.

Current issues with *JOIE* include lack of visibility (news articles on the journal have garnered very few potential authors) and some difficulty in recruiting additional editorial committee members, as well as establishment of a steering committee that would include members from campuses outside the Twin Cities.

Relationship Outreach – Will Craig

Alumni Association

- UMRA has been recording its Forum, Workshop, and Interest Group presentations since February 2019. Nearly 3-dozen of these have been posted to UMAA's [Gold Mind](#) presentation library where they have received hundreds of views. We are one of 19 collegiate units posting there.
- UMAA periodically hosts special events called [U of M Days](#). We are signed up for a Twins game on May 7, where the UMRA name will be posted on the scoreboard (if we sell enough tickets in our section)
- UMAA hosts monthly meetings with Collegiate Alumni representatives. We have presented there. I've asked to be invited to a 2022 meeting.
- UMAA also has a [Day of Service](#), the entire month of April this year. We are hoping to involve URVC/UMRA this year.

P&A Senate

- I attend all P&A meetings - both their consultative committee and full senate. I speak up when it seems I have something useful to contribute, identifying myself as their UMRA liaison.
- I post UMRA-related articles in their newsletter and have gotten Kris Bettin from JOIE to do so as well.

Facebook – Gary Engstrand

First, we added to the language about membership (in **bold**):

This is a group where U of M retirees (whether or not UMRA members) **and others with close links to the University (whether or not U of M retirees)** may post messages about anything University- or retiree-related and carry-on conversations. Feel free to post about life in a pandemic (or life without a pandemic), interesting activities or links to sites or information that others may find enlightening, fun, or useful.

Board Action - We encourage you to invite other U of M retiree friends who are on Facebook to join the group.

Second, we agreed to prompt a few people to post to the group (per Jan):

Membership in the FB group has reached 138 (a happy number, but we hope it keeps growing), with routinely 50 - 80 people or more looking at the posts. BUT we get comments or "likes"

from just a few group members, and the number of people posting original messages is very small. This becomes a self-reinforcing pattern, and as a result the page looks as if it's merely a space for "official" UMRA announcements, rather than a place where the group members may exchange ideas or comments. We're considering looking for FB group members who will serve as "stringers" and add news or comments to the page periodically, to diversify the content.

URVC communications – Deanne Magnusson

The current communication interaction between URVC and UMRA primarily occurs between the URVC Vice Chair/Project Director, Deanne Magnusson and UMRA News Editor, Kris Mortenson. Cooperative arrangements have been made with Kris Mortensen to feature URVC volunteers and volunteer projects in the UMRA Newsletter, typically the Spotlight section. Additionally, URVC information is updated annually by Cathy Gierke on the UMRA website. URVC's Communication Committee has been integrated into the newly formed URVC Project Development/Communication committee. Cathy Gierke has been invited to join this committee.

This is an example of the cooperation that exists between URVC and UMRA.

Next Actions

Next C&O Committee meeting (1/26/22) will focus on Jan Morlock's (UMRA President) charge to the Committee - "How we, UMRA, are presenting ourselves to potential members and the public."

This will include –

- Audience identification
- Communication channels
- Determination of message content
- Overall timing

Board Action - Feel free to share your thoughts and suggestions with me for additional topics, directions, audience, channels, and overall motivation for this communication.

**UMRA Board of Directors meeting
January 24, 2022**

President's Report

Memorandum of Understanding with the Provost. In October we sent a revised MOU to Provost Croson requesting her agreement and an opportunity to visit with her. We haven't had a complete response as yet, but in a recent reply from the Provost's senior assistant Deb Cran, she indicated that consideration of it is in the works and we will hear from their office soon.

Nominating Committee to be formed for UMRA elections in May. This item is on the agenda for discussion at our meeting. If you would like to recommend yourself or another UMRA member to serve on the Nominating Committee, please send names to Frank Cerra, cerra001@umn.edu, who will be our Nominating Committee Chair.

UMRA mission statement. It's been pointed out that it may be helpful to clarify our organization's mission statement—for purposes of our travel program relationship with Road Scholar (or any other third-party travel service provider), for purposes of any organization change that may be forthcoming with URVC, and just because it's good practice. We'll want a small number of people to confer on this and bring a recommendation back to the board. If you're interested in working on this, let me know. I'd like to get it moving in February.

Copies of publications produced as part of Professional Development Grants for Retirees-supported projects. John Bantle, Chair of UMRA's PDGR committee, has asked if we want to require PDGR grantees to provide a copy of publications to UMRA and if so, in what format and where. The Organization Continuity Committee members have suggested requesting copies of publications to add to the digital conservancy.

Report from Ken Larson, included in our meeting materials. Ken is UMRA's Representative to the Retirement Subcommittee of the Faculty Senate. He has suggested that UMRA arrange a time with Fidelity representatives for our members. Andy Whitman and Ron Matross are working with Fidelity to organize a workshop for our 2022 program schedule.