

Organizational Continuity Committee (OCC) Report FY23

OCC Membership

*Chair: Jerry Rinehart

*Webmaster: Cathy Gierke

*UMRA Archivist: Julia Wallace

UMRA Historian: unfilled

*UMRA Secretary: Julie Schweitzer (FY23) Lori Koch (FY24)

*Communication and Outreach Committee Chair: Jean Kinsey

UMRA President: Ron Matross (FY23) Eric Hockert (FY 24)

UMRA President-Elect: Ron Matross (FY23) Julie Schweitzer (FY24)

Although the OCC did not meet formally this year, Cathy Gierke and Jerry Rinehart continued with implementation of key ideas and recommendations of the FY 22 OCC Task Annual Report. The primary activities were 1) developing and gaining approval of a formal policy regarding annual reports and web-based material updates; and 2) implementing this policy for the FY23 reporting process.

The approved policy and important background information on reports and updates can be found at <https://umra.umn.edu/governance-and-operating-documents>

To clarify and focus the reporting process, separate instruction documents were developed for those providing annual reports versus those providing web-based materials. These documents included basic outlines of information the responses should include, and they will be added to the OCC Tool Kit. In addition, a timeline was established for the updating process (i.e. initial calls, follow-up reminders, deadlines etc.).

Webmaster Gierke developed a comprehensive spreadsheet (also added to the Tool Kit) of all those engaged in the annual reporting/updating process. This document includes officers, committee chairs, special interest group leaders, and liaisons to and from university units. Importantly, it provides links to the specific materials/sites for which the respondent is responsible.

These efforts have resulted in significantly more materials being submitted on a timely basis. Accurate statistics of report submissions and updates have not previously been kept, but as of this date (September 10, 2023) 30 reports have been received. Website updates are still, however, in process.

To facilitate getting copies of written reports to the Archives, it was determined that all materials submitted will be uploaded to a thumb drive and taken to a local office supply firm

(e.g. Office Depot) for printing. The printed materials will be provided to Archivist Julia Wallace in a format she recommends for appropriate archival storage. We estimate this will cost UMRA \$20.00, but it saves having 30-40 UMRA members procure mailing envelopes and postage stamps to send them individually to our Archivist (Julia Wallace)

Our intention is to (shortly) divide up the reports and send a portion to several OCC members for review (i.e the “Working Committee”). They will be asked to highlight any information they think would be valuable for UMRA leadership to hear going forward. These responses will be incorporated in an October 2023 presentation to the UMRA Board regarding key elements and highlights of the annual updates submitted.

AGENDA FOR BOARD PRESENTATION ON ANNUAL REPORTS

October 22, 2023

Note: All Appendices are included in this document following the agenda

1. Overview: Organizational Continuity includes Institutional Memory, Historical Records, and Mission Tracking
2. FY23 Annual Reporting Outcomes: 36 submitted / 40 requested =90% response rate. See [Thumbnail Summaries](#) of the reports; full reports can be found on the archive pages:
 - a. [Officers](#)
 - b. [Committees](#)
 - c. [Rep & Liaisons](#)
 - d. [Interest groups](#)
 - e. [Other](#)
3. Question: To what extent do annual reports provide a window into organizational health and progress toward mission fulfillment? (See [Appendix 1](#))
4. Details:
 - a. The quality/usefulness of reports vary significantly: report templates and separate tool kit templates would be helpful (See four proposed “templates” in [Appendix 2](#))
 - b. For Liaison and Representative roles: we need to clarify expectations and re-affirm their value (see initial suggestions in [Appendix 3](#)).
 - c. For Special Interest Groups and UMRA support committees: we need to clarify the difference between activities and outcomes --which should be in the annual reports, versus processes and procedures-- which belong in tool kits (see “Tool Kit Template” in [Appendix 4](#)).
 - d. UMRA *Operating Manual* “job descriptions” should incorporate writing annual reports and updating relevant websites as part of expectations ([Appendix 5](#)).
 - e. We recommend creation of an “orientation” packet that includes descriptions and links to key resources and processes useful for those in UMRA leadership positions.¹

Organizational Continuity Committee Members: Jerry Rinehart, Chair; Jean Kinsey; Cathy Gierke; Julie Schweitzer; Julia Wallace.

¹ e.g., web-based governance documents and archives with special reference to Operations Manual, Policy Library, Member Directory; and information regarding Listserv access, Annual Reporting Process, templates and toolkits etc).

APPENDIX I

UMRA REPORTING & MISSION ALIGNMENT

What evidence is provided in the reports regarding progress toward the mission area?

Mission --->	Support Retiree Interests	Opportunities to Learn	Opportunities to Serve	Opportunities to Connect
Reports	<p style="text-align: center;">↓</p> <ul style="list-style-type: none"> *Liaisons and Representatives *Committees/Units which support UMRA activities (Communications, Web, Newsletter, Sponsorships etc) 	<p style="text-align: center;">↓</p> <ul style="list-style-type: none"> *Program Committee *Spec Interest Groups *PDGR *Travel tours 	<p style="text-align: center;">↓</p> <ul style="list-style-type: none"> *URVC / Silver Gophers *Cares *All cmte. members, group facilitators etc. are engaged in service 	<p style="text-align: center;">↓</p> <ul style="list-style-type: none"> *Primary focus: Social Cmte & Host Cmte; * all UMRA activities listed also provide opportunities for inter-personal connections

APPENDIX 2 *TEMPLATES FOR UMRA ANNUAL REPORTS*

1. Cover statement for all templates:

Dear _____,

Annual reports from committee chairs, special interest group leaders, representatives/liaisons, and officers are intended to enhance UMRA's continuity and operations. As board members and leaders come and go, institutional memory is a challenge. These reports keep UMRA moving forward with predictable and effective service to its members and community.

Importantly, these annual reflections also facilitate thinking about UMRA's progress toward achieving its mission. They help the board become aware of issues, challenges, and successes within UMRA's various activities and interests. The Organizational Continuity Committee reads and summarizes all the reports for the board.

The template below is intended to provide guidance for your report. Each section should be as brief and concise as possible, but you should feel free to add information you feel relevant that does not fit into the template categories. If the essence of your report is readily known and available elsewhere, i.e. in meeting minutes, simply state where it can be found.

Thank you for your work on behalf of UMRA.

_____, Chair
Organizational Continuity Committee

2. Template for Representatives and Liaisons

DATE:

TO: _____, Organizational Continuity Committee Chair (OCC)

FROM:

RE: Annual Report from [Representative/Liaison] to _____

- Purview and focus of the organization
- Link to organization's website and meeting minutes: i.e. <https://usenate.umn.edu/committees/>[...]
- Activities in which you participated (i.e. number meetings, special sessions etc.)

- Key issues or problems addressed by the organization, particularly those with relevance to UMRA.
- Advice for future liaisons to enhance their engagement in the organization's activities and/or decision making.
- What could UMRA be doing that would help you?
- Suggestions for what you and/or the organization you work with could do that would help UMRA move forward?

3. Template for Committee Chairs

DATE:

TO: _____, Organizational Continuity Committee Chair (OCC)

FROM: [Name, Title in UMRA]

RE: Annual Report [Year, Name of the committee or group]

- Charge to the Committee (Briefly, one sentence)
- Committee members (include any designated duties)
- Activities (Number of meetings, location, number participating, etc.)
- Focus of activities and key outcomes/accomplishments of this committee this year
- Policy issues or changes over the year?
- Challenges or problems faced/solved? Innovations?
- Suggestions for future chairs/leaders
- What could UMRA leadership do to enhance your committee's work?
- Suggestions for what you and/or the organization you work with could do that would help UMRA move forward?

4. Template for Special Interest Groups

DATE:

TO: _____, Organizational Continuity Committee Chair (OCC)

FROM: [Name, Title in UMRA]

RE: Annual Report [Year, Name of the Interest group]

- Purpose/Focus of the group
- Activities conducted (i.e. number of meetings, events, locations, number participating)
- Challenges or problems faced/solved? Innovations?
- Changes made or policies adopted during the year
- Number of active members and trends in membership (stable, growing, declining?)
- Advice for future facilitators or thought about the coming year
- What could UMRA leadership do to enhance or support your interest area?
- Suggestions for what you and/or your organization could do that would help UMRA move forward?
- Roster (if relevant)

5. Template Items for Board Officers

(Note: The Past President's report can be Nominating Committee report)

DATE:

TO: _____, Organizational Continuity Committee Chair (OCC)

FROM: [Name, Title in UMRA]

RE: Annual Report [Year, Name of the Officer]

- Title and duties of the officer
- Key activities/accomplishments (note where related reports or information can be found i.e. minutes)
- Policy changes related to your position/activities over the year. Why?
- Challenges/problems faced/solved? Innovations?
- Procedural or operational changes made over the year and/or suggestions for change in these areas.
- What could UMRA be doing that would help you?
- Suggestions for what you and/or your organization could do that would help UMRA move forward?

APPENDIX 3

1. Template of Letter to the liaison/representative nominee (*better examples may already exist*)

“On behalf of the UMRA Board of Directors, I’m writing to ask you to consider becoming our liaison/representative to the _____. We feel your record of accomplishment and leadership [among –reference something] would make you an excellent choice for this important role. The [liaison/representative] responsibilities include attending meetings and providing an UMRA/retiree/ perspective as appropriate, and reporting to UMRA Board on issues relevant to retirees. Usually, there are formal minutes of these meetings posted [on the University’s Senate/other]website which can be helpful. Of course, your informal role is serving as an UMRA ambassador to the broader University community.

Once I have your acceptance of this responsibility, I will send a note to the committee chair [NAME] introducing you as our representative. You might want to follow up at an early meeting to personally introduce yourself as well.

I truly appreciate your consideration. Please let me know.”

2. **Regarding a Letter to Committee/ Board Chair:** To facilitate the Liaison/Representative's efforts, it would be useful for the President of UMRA to send a note of introduction to the committee/Board chair, indicating the liaison/representative's background at the U and the important role the retirees can play in supporting and furthering the University's mission. Below is the note created to introduce a former Liaison to the Regents Board Chair, which could be modified for other chairs etc.

Sent to Regents' Board Chair ____ (copied to Regents Secretary).

"Dear Regents' Chair ____:

This seems an opportune time to introduce the new University of Minnesota Retirees Association (UMRA) liaison to the Board of Regents, [X]. [One or two sentence statement regarding liaison/representative's position/work at the U, any particular honors or accomplishments]

X takes over the role previously held by [Y], and I'm sure you will find him/her a helpful and wise colleague. The 800+ current members of UMRA are committed to the success of the University, and our liaison plays an important role in keeping us informed of areas of mutual interest and concern."

[concluding remarks...]

APPENDIX 4

Toolkits Overview and Template

Toolkits—The toolkits are a collection of materials designed to help you or your successor carry out the duties of your position, such as a "How to" guide, a seasonal calendar of tasks, an email template, or a workflow document. These documents are updated annually with the most recent (top) document listed first. When updating toolkit information, please include all relevant tools from past toolkits, even if you didn't personally use them. Do not carry forward outdated items.

Tool Kit Template

- Organization Name and Current Leader/Chair/Facilitator
- Number/frequency of meetings and/or organizational activities
- Dates/time frames for meetings; key items to put on calendar; seasonal activities
- Workflow documents on specific organizational tasks/responsibilities
- How are new members solicited? What is helpful in orienting them to the area?
- What are typical communication activities used to publicize events internally or to UMRA overall? (Sample or typical messages sent)
- Templates for other regularly needed emails and communications
- Tips on maintaining membership data base/information
- Roster of current members

APPENDIX 5

Suggested text to clarify / identify annual reporting expectations in officer position descriptions in the UMRA Operating Manual. (References to website updates and maintenance are also necessary.) This information can also be noted in the annual report template for officers.

- President—Prepares annual report for UM Provost/President (per UMRA bylaws).
- Past President—Prepares Nomination Committee final report; updates on other activities performed.
- President-Elect—Prepares annual report as Program Committee Chair.
- Treasurer-- Prepares annual report on processes & procedural issues; significant challenges faced or overcome.
- Secretary--identifies policies adopted, changes in Board operating procedures etc.