

**University of Iowa Retirees Association  
(UIRA)  
Board of Directors**

**October 11, 2022  
Zoom Meeting**

**Attending:** Mike Barron, Deb Cobb, Ed Dove, David Fitzgerald, Lesanne Fliehler, Mike Hovland, Maureen McCormick, Pat Mason-Browne, Billie Townsend, Evalyn Van Allen-Shalash, Vicki Siefers, Carolyn Wanat

**Guests:** Chuck Dayton, Lois Lembke, Sam Cochran

**Call to Order – Ed Dove, President**

The meeting was called to order at 1:00 p.m.

**Reports from Officers**

**Approval of Minutes**

On a motion from Lesanne, seconded by Mike Barron, the September 13 minutes were approved.

**Treasurer – David Fitzgerald**

The September 30 checking account balance of \$18,682.58 includes \$420.84 in membership income. Expenses are \$824.65: \$731 for travel (Big Ten Retirees Association meeting at Northwestern); \$81.18 (NEON); and \$12.47 (*Gray Hawk* printing). The reserve fund has \$11,956.54.

**President-Elect – Deb Cobb at**

On October 6, Deb and Ed met with Laura McLeran, Senior Advisor to the President and Associate Vice President, and Cheryl Reardon, Chief Human Resources (HR) Officer and Associate Vice President, to sign the (attached) Memorandum of Understanding (MOU) between the University of Iowa (Office of the President and University Human Resources) and the University of Iowa Retirees Association (UIRA). This is the first agreement with the University since the UIRA was established in 1995. The board agreed that the MOU represents an historic moment indeed for UIRA and acknowledged the efforts of past and present members. Ed will send thanks to Laura McLeran and Cheryl Reardon for their assistance with

this project. A photograph of the event includes President Wilson, and will appear in the October *Gray Hawk* (President's Column). Lesanne will put together a draft press release, via Human Resources, of this community news.

### **President – Ed Dove**

Under the terms of the MOU, the University will provide and fund 25% effort of an Administrative Service Coordinator (ASC) as administrative support for UIRA. Ed and Lesanne are scheduled to meet with the University's Information Technology Service (ITS) on October 12 to discuss redesign of the UIRA website. On October 18 he will meet with the newly hired ASC, HR, Communications, ITS, and Finance. It will be very useful for the ASC to meet with Lois and Chuck for training on membership management.

### **Reports from Committees**

#### ***The Gray Hawk* – Lesanne Fliehler**

The deadline for submission of copy remains the 20<sup>th</sup> of the month, with editing, printing, and distribution by the 28<sup>th</sup>. The December deadline will be earlier, to include President Wilson's state of the University address on December 1.

#### **Membership – Lois Lembke**

There are 605 current members in 480 households. Four new members are included in the October *Gray Hawk*; 3 are scheduled for the November issue.

#### **Program Committee – Carolyn Wanat**

On September 23 approximately 50 members attended the hike at the Two Horse Farm, a recent acquisition of the Johnson County Conservation Board. Of those 50, eight to ten were first-time attendees at a UIRA event.

Upcoming events are:

- Update on the opening of the new Stanley Museum of Art. Lauren Lessing, director, UI Stanley Museum of Art. Friday, October 21, 1:30 p.m., via Zoom. The link will go out on October 19.
- Docent-Led Collection Highlights Tour, Stanley Museum of Art, Tuesday, October 25, 10:30 a.m., in person. Three docents will lead three groups of 15 each. Contact Evalyn Van Allen-Shalash to register. She will send out a reminder to registrants on October 23. There has been such a demand for Stanley tours that Evalyn is working with Amanda

Lensing, the Museum's Senior Living Communities Program Coordinator, to schedule additional tours on November 18.

- Making the Right Health Insurance Decision. Gary Schwartz, Senior Health Insurance Information Program (SHIPP) counselor. Thursday, November 3, 2:00 p.m., via Zoom.
- Annual Insurance Options Q&A Session. Sonatina Fernandes, UI benefits specialist, and Anne Thurston, community and broker liaison with Health Alliance Medical Plans. Thursday, November 10, 2:00 p.m., via Zoom.
- A Conversation with UI President Barbara Wilson. Thursday, December 1, 1:00 p.m., via Zoom
- A Conversation with Andre Perry, Director, Hancher Auditorium, Tuesday, December 6, 1:30 p.m., via Zoom.

## **New Business**

Ed reviewed a list of board tasks and volunteer work assignments. These include (**project leader**):

- MOU – oversee implementation, with the goal of a working system in place beginning 2023; monitor membership issues, communication issues, etc. **Ed, Deb, Carolyn**
- Funded Retirement and Insurance Committee (FRIC) – determine best route to establish influence on decisions that affect retirees (special attention to health benefits, rates, etc.) **David, Billie, Maureen, Deb**
- Operations Manual -- determine best method of establishing UIRA presence in the Manual. **Evalyn, Pat, Lesanne, Ed**
- UIRA/UI – marketing and promoting to the University, prospective retirees, and the community. **Mike Barron, Mike Hovland, Vicki, Evalyn, Pat, Carolyn.**  
There was a general discussion about support for the UI Food Pantry (article in today's Daily Iowan).
- Web Design – work with ITS and/or Office of Strategic Communication (OSC) to redesign UIRA website; implement and test proposed design. **Lesanne, Phil Klein, Ed, Maureen**

In November the UIRA board will consider future transition from Zoom to an in-person format for its meetings.

## **Adjourn**

The meeting was adjourned at 2:20 p.m.

**Next meeting** – November 8, 2022 at 1:00 p.m., via Zoom



Office of the President  
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101 Jessup Hall  
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## Memorandum of Understanding

### University of Iowa (Office of the President and University Human Resources) and the University of Iowa Retirees Association (UIRA)

This document serves as a memorandum of understanding (MOU) between the University of Iowa (University Human Resources (UHR) and Office of the President) and the University of Iowa Retirees Association (UIRA) related to the administrative support for the UIRA. The purpose of the UIRA is to facilitate support of the University of Iowa by retired faculty and staff members and to promote the interests and welfare of those retirees.

The details of the MOU are outlined below:

The University of Iowa will:

- Provide and fund 25% effort of an Administrative Service Coordinator (ASC) to provide administrative support to UIRA. Duties include:
  - Maintain UIRA membership list and listserv (or other software such as Dispatch)
  - Support communication between UIRA and retirees through facilitating monthly e-newsletters and program announcements or other messages as required (via listserv or other software as appropriate)
  - Recruit new members as staff and faculty retire
- Schedule monthly meetings (or as needed) with the ASC and UIRA leadership.
- Redesign the UIRA website to include ability to collect dues via credit card (or check in a few cases), and required information including name, valid email address, and phone number. Dues collected via credit card are subject to an automatic 3% service charge. Dues collected will be deposited in a bank account for use in funding UIRA programs. Funds will be distributed by the UIRA treasurer and officers.
- Provide access to the services of a UHR Communication Specialist who will conduct maintenance of the website and regular software updates as needed.

UI Retirees Association will:

- Provide content of messages, newsletters, etc. for membership emails, program announcements, and website content.
- Appoint a liaison(s) to work in partnership with the ASC and Communication Specialist
- Pay the University of Iowa a 3% fee for service for charge card processing.
- Raise funds for UIRA Scholarship Fund through Center for Advancement.
- Contribute to student funds as needed, e.g., Student Food Bank, Student Life Emergency Fund.
- Provide the Central Administration at least two UIRA program opportunities each year.
- Provide UIRA volunteers as available for university events as requested, if possible.



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Communication

- University Human Resources leadership will meet bi-annually with the UIRA leadership to discuss topics of interest, including oversight of the MOU.

Any records maintained by the University of Iowa will be subject to the State of Iowa Open records laws.

The MOU will be evaluated annually. Any party may request changes or amendments to this MOU; but to become effective, those changes must be mutually agreed to by all parties, and the agreements must be signed and agreed to in writing.

Upon signature of all parties, this MOU documents that the parties are in mutual agreement.

Laura McCheran  
Senior Advisor to the President and Associate VP

Date 6 Oct 2022

CHERYL PEARSON  
Chief HR Officer and Associate VP

Date 10-6-2022

Edwin L. Dove  
President UIRA

Date 10-6-2022