

# University of Iowa Retirees Association (UIRA)

## Board of Directors Meeting

November 14, 2023

Hybrid: 121-P USB and Zoom

1:00 pm

### MINUTES

**Attending:** Mike Barron, Chris Brus, Deb Cobb, Lois Cox, Ed Dove, David Fitzgerald, Lesanne Fliehler, Mike Hovland, Diana Lundell, Vicki Siefers, Evalyn Van Allen-Shalash.

**Not attending:** Cathy Wilcox

#### Call to Order – Deb Cobb, President

Deb called the meeting to order at 1:22 pm. Late start because room occupied until 1:00pm followed by technical difficulties with zoom set-up.

#### Approval of Minutes

On a motion from Ed, seconded by Lesanne, the October 10, 2023 minutes were approved.

#### Reports from Officers

##### President – Deb Cobb

Deb reported that the work of the Bylaws Review and Revision Committee was going well. We are on a fifth draft currently, but it is slow work. Of note, the committee has recognized that once the section on committees is revised and approved, there will be other areas of the current bylaws that will need to be made consistent with the new language.

Deb highlighted that the committee is bringing forth a motion to accept the new language for the membership section of the bylaws that will be voted on later in new business.

A conversation occurred with Laura McLaren where Deb was informed that the proposed UIRA language for the UI Policy Manual had dropped off the table inadvertently. Laura hopes to receive a decision before our December BOD meeting.

##### President-Elect – Evalyn Van Allen-Shalash

Evalyn reported that the November 10<sup>th</sup> studio tour had been cancelled due to low enrollment.

##### Past-President – Ed Dove

Ed reported that he had previously received information from the University of Wisconsin that said they were considering changing their role with the retiree's association. He has not received any further information on that situation. He did, however, recently receive a message from the University of Minnesota, which he read to the board. Proposed cuts to services for retirees included eliminating email, library privileges, technology applications, etc. They asked for responses from other Big 10 University retiree associations outlining the support they receive from their university. Discussion

followed. Members offered their experiences with currently provided services and mentioned those that would be difficult to lose, email, zoom, etc. Deb thinks it would be good to clarify what our privileges currently are.

Ed consented to send a copy of the message from Minnesota to all board members, along with a copy of his response to Minnesota.

### **Treasurer – David Fitzgerald**

UIRA received \$3,560.65 in income this past month, mostly from annual membership dues (\$3,559.95), and had \$604.41 in operating expenses, mostly from travel. Our current balance in the UIRA checking account is \$19,767.10.

Reserve funds in two Vanguard accounts totals \$12,191.32.

### **Standing Committee Reports**

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

Deadlines for November *Gray Hawk*:

- Content: Monday, November 13
- Layout to Kellie: November 16 or 17
- Emailed and mailed: November 21 or 22

Lesanne reported that the *Gray Hawk* usually runs information about the photo contest and a request for nominations for service awards in the December issue, but neither committee is in place. Lesanne contacted Diana Lundell about serving on the photo contest committee and she has agreed. Lesanne will also serve. She also reported that Carolyn Wanat is interested in serving on the awards committee but needs to be formally asked before committing.

#### **Membership – Vicki Siefers**

Vicki reported that the Membership Committee was now in place and had met for the first time. She briefly highlighted the areas that came up as significant for committee action:

- Protocol for managing members who have not renewed by October 1, the end of the renewal period per the bylaws (n=124). The committee is considering sending one more email, with both a link to renewal (last time) as well as a short exit survey. We are researching this option currently.
- Review the practice of printing and mailing hardcopy newsletters to 10 individuals. Possibilities for moving to all electronic copies by managing an individual's situation? Questions needing to be answered, such as: Where do they live? Do they have a caregiver (family or otherwise) who could receive the newsletter electronically and print for or read to the individual? Are we sure that the individual now receiving a hardcopy is even reading them? Are individual's staying on the hardcopy list by default? We are researching these questions currently.
- Looking at whether we should continue receiving checks for membership dues. Issues with checks: They are problematic and time consuming for Kellie. We do not collect the requisite information needed (sometimes not even an email address) which necessitates follow-up on an individual basis. Will keep researching options.
- The committee decided there was no need to create a new brochure for incoming members currently. The Information Sheet sent out with the packet works well.

## Program Planning Committee – Ed Dove

These programs have been completed since the last board meeting:

- *Making the Right Health Insurance Decisions* (2 sessions)
  - 1) (Hybrid: In-person and Zoom) Monday, October 16, 1:00 pm, 2520D UCC and via Zoom. Discussion of non-UI health care options with SHIP counselors Gary Schwartz and Kevin Ward. (52 zoom; 18 in-person)
  - 2) (Zoom only) Tuesday, October 24, 2023, 1:00 pm. Discussion of UI health care options with Sonatina Fernandes and Rebecca S. Olson, UI Benefits, and Anne Thurston, client consultant. (50 zoom)

Upcoming Programs – Fall 2023:

- November 30, 10:30 am (In-person), Meeting Room A, Coralville Public Library. *Dressing for Success in the Winter Wilderness: Practical Tips for Enjoying Iowa's Polar Season*, Chad Huss. UIRA coordinator: [lesanne-fliehler@uiowa.edu](mailto:lesanne-fliehler@uiowa.edu)
- December 4, 11:30 am (Hybrid: In-person and Zoom), 2520-D UCC. *A Conversation with UI President Barbara Wilson*. UIRA coordinator: [edwin-dove@uiowa.edu](mailto:edwin-dove@uiowa.edu)
- December 18, 11:00 am (Hybrid: In-person and Zoom), L116 LC (Lindquist Center). *Meet Beth Goetz, new UI Interim Athletic Director*. UIRA coordinator: [ellen-herman@uiowa.edu](mailto:ellen-herman@uiowa.edu)

More programs are being finalized for Spring 2024 and will be provided monthly in the PPC chairperson's report.

## Old Business

Mike Barron put forth a motion to accept the revised language for Article III: Membership, of the UIRA Bylaws. Changes were needed to standardize language between the bylaws and the proposed UIRA membership section awaiting approval for inclusion in the UI Policy Manual. The language was previously vetted to the BOD and a preliminary vote was taken at the October meeting of the board. After brief discussion, Section 3: Termination of Membership was revised to simplify the language. It now reads "Membership is terminated by non-payment of dues." A motion to accept the amended text was then approved unanimously. Updates will now be made to the UIRA website.

Update on UIRA inclusion in the UI Policy Manual. See President's Report earlier in these minutes.

Directory of the 2023-24 Board Members and Committee Rosters. Chris is working on the directory and will contact those with missing information shortly. She will also ask committee chairs to review their rosters and send any additions/deletions to Chris. Board members approved having their addresses as part of the directory since it will remain an internal document.

Update on Special Interest Groups (SIG): Relationship to Program Planning Committee. Ed reported that agreement had been reached on how special interest groups will be aligned with the PPC.

SIG's will:

- Originate from and be coordinated by individual members within the SIG, not by the PPC.
- Be included in listings of programs available to all UIRA members in the *Gray Hawk* and other publications, but not be considered formal programs offered by the PPC.

- Maintain their own email distribution lists and send reminder notices of scheduled events or updates directly to those who have asked to be a member of the SIG.
- Be responsible for tracking any data they choose regarding attendance, which will not be kept or reported through the PPC.

## **New Business**

*The need to update current UIRA website.*

This is not just about updating content, which Kellie and Lesanne can do, but about the infrastructure itself and the correction of certain glitches within the program. Ed has been working with Lin Larson on this but would like to have a committee to provide input and oversight of what is being done. Lesanne is happy to work on this committee. The necessity of funding the work of Lin was discussed. Lin will check his funding. Will the board need to approve funding for this work? Ed will provide information to Deb about the scope of work and estimate the funds needed to accomplish, which will be sent on to the board members.

*Committee Chair appointments needed.*

Carolyn Wanat has expressed interest in being on the Awards Committee, but a formal ask needs to be conducted before that is confirmed. Diana Lundell and Lesanne will become the committee for the Photo Contest. We need to keep looking for members to sit on the Budget Committee, and the Nomination Committee.

*Finding a place to house internal, working documents that is accessible to the BOD and committee chairpersons.*

Discussion took place about the need for a place to house policy and procedure documents for reference and for review/updating on an as-needed basis. These documents should be kept in a place that is accessible to board members and committee chairs, not on personal computers or drives. The issue is not about housing historical documents, but about the accessibility and currency of working documents within the last few years.

Two examples came up during discussion that outline this problem.

- 1) New Board Member Orientation materials. According to some board members, there used to be materials written for and used during new board orientation, which we have not had for the past couple of years. Lesanne brought a notebook that she was given by the previous *Gray Hawk* editor. Many board members had never seen this orientation notebook nor knew of its existence.
- 2) A copy of a UIRA Board Manual was sent to Deb by Carolyn Wanat earlier this fall. The document is dated June 2021 and contains 32 pages of policies and procedures covering many aspects of board and committee work. Again, many board members and officers stated they did not know of the existence of this document even if they were board members at the time it was made available.

It was decided that a new ad hoc committee would be convened to research options for such a repository. Evalyn Van Allen-Shalash will chair. Lois Cox will also serve on the committee.

*Alternate date for the December board meeting.*

It was decided to move the meeting from December 12 to Dec 5, at 2:00 pm, after the regularly scheduled PPC meeting at 1:00 pm. Room will be reserved from 12:30 to 3:30pm.

**For the Good of the Order**

Ed Dove brought up the importance of confidentiality within the UIRA BOD. He feels that no board member should be discussing issues within UIRA with UI Administrators, except for the President.

**Adjourn**

On a motion from Lesanne, seconded by Mike, Deb adjourned the meeting at 2:43 p.m.