

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

**February 13, 2024, 1:00 pm  
USB 121P and Zoom**

**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 1:02 pm.

**Approval of Minutes**

On a motion from Lesanne, seconded by Ed, the January 16, 2024 minutes were approved.

**Reports from Officers**

**President – Deb Cobb**

Deb received communication from Laura McLeran stating that we now have verbal approval from the Office of the President for UIRA inclusion in the UI Policy Manual, pending edits to policy language by the UI and approval of the changes in language by the UIRA BOD.

Deb received a copy of the full membership dataset from Kellie on January 23, 2024. She provided a copy to BOD for their review.

Deb and Evalyn will be attending the Big Ten Retirees Association (BTRA) mid-year conference on February 14, via Zoom, and the BTRA annual meeting at Ohio State, July 24-26, in person.

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

Awaiting final word on status of UI Policy Manual. When officially confirmed, we will re-open our request with ITS to identify confidential electronic space to house UIRA documents, working and archived.

Rooms identified for four programs being offered by the Program Planning Committee

**NOTE DATE CHANGE:** Incarceration Among the Elderly, MOVED TO WEDNESDAY, APRIL 24, 12:00 pm, 2520-D UCC. Hybrid

ANNUAL MEETING scheduled for TUESDAY, JUNE 11, 2:00 – 4:00 pm, (planning committee to arrive by 1:30 to set-up). Provost Office IT assistance has been requested. **The PPC and Board meetings have been scheduled back-to-back on Tuesday, June 4 with LUNCH provided to accommodate this change.**

**PERSONAL NOTE:** I will be traveling abroad February 21-April 16, reachable by EMAIL.

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**Past-President – Ed Dove**

See report for the Program Planning Committee and discussion under Old Business: *Progress on finding the disconnect between UI HR and UIRA re identifying probationary members.*

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### **Treasurer – David Fitzgerald**

The current balance in the UIRA checking account is \$20,750.19.

Reserve funds, in two Vanguard accounts, total \$12,743.01. This total was not updated at the end of January because of computer issues.

David reported that a check from Hills Bank, in support of the UIRA Photo Contest, had been received.

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### **Standing Committee Reports**

#### **Awards – Carolyn Wanat - Chair, Mike Barron, Nancy Langguth**

The Awards Committee is responsible for reviewing nominations and selecting recipients of the Community Service Award and the University Service Award. An article will be published in the March Gray Hawk announcing these awards and the nomination process.

Nominees must be UIRA members and must have been retired for at least two years. Awards are based on outstanding service carried out since retirement. Activities prior to retirement are not considered. Volunteer activities may include a wide range of activities that make a positive impact. Recipients must attend the annual meeting to accept the reward.

Any UIRA member may submit a nomination, including self-nominations. Nominations must include a one-page letter describing how the nominee has successfully contributed to one or more activities and a one-page biography. Nominations are due Monday, April 15, 2024 to Carolyn Wanat (carolyn-wanat@uiowa.edu).

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#### **Photo Contest Committee – Diana Lundell, Lesanne Fliehler**

The Photo Contest is open! News of the 2024 contest appeared in the February issue of The Gray Hawk and a reminder of the deadline of March 15 will appear in the March issue. So far three photographers have submitted four photos. We suggest sending an email to our membership that highlights “We Need You”—for the photo contest, nominations for board, and service nominations.

Other suggestions for how we can publicize the contest to drive more entries?

Mike Hovland suggested that we do a direct mail piece to all members about the photo contest, service nominations, and to submit nominations for new board members. Lesanne suggested that might be possible but would like to have a cost analysis before making a decision. This was briefly discussed and tabled for now.

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

#### **Deadlines**

Content deadline: Monday, Feb. 12

Layout to Kellie: Thursday-Friday, Feb. 15-16

Distribution: Tuesday-Wednesday, Feb. 20-21

#### *Additional Content*

1. President’s Column: UIRA in Policy Manual
2. Nominations for Board of Directors
3. Service Award Nominations

4. Photo Contest (small box reminder)
  5. What's Happening on the UI Campus?
  6. Explorers Walks
  7. One Day for Iowa
  8. New Members and Provisional Membership Box
  9. Emeritus Faculty Council Lecture
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### **Membership – Vicki Siefers**

The Membership Committee met on January 22. The group discussed updating the Welcome letter which is placed in new retirees' packets when they retire. The letter was shortened, the list of board members updated, and the provisional membership information clarified. The letter was sent to HR, which acknowledged receiving it, and they will replace the old letter. The letter is available to any board member who wishes to see it.

The committee spotted an error on the website regarding the duration of membership and has initiated the correction.

We received an updated list of the 10 people who in the past had received paper copies of The Gray Hawk. Recall that Vicki sent printed cards inviting all to renew online last fall. Of those, only 1 has not renewed and 4 did not submit an email address. The committee will discontinue mailing them hard copies of The Gray Hawk, unless we hear from them.

Kellie recently inquired about another 4 people on the mailing list who are not members but have received information from us in the past. Lois Lembke, the last membership chair, cleared that up. These people had received UIRA information because they were contact people in key departments. We decided to (1) Delete David McCartney, who retired but has not joined UIRA; (2) delete Deborah Millsap, who could not be found in the UI Directory, (3) delete Duff Ridgeway, who is listed in the Center for Advancement, and (4) continue sending to Lois Geist/Cheryl Reardon in the Provost's Office.

Kellie is sending the names of new retirees to Lesanne, who will list them in The Gray Hawk. Lesanne reported that she had listed new retirees in the last two issues of The Gray Hawk.

Vicki emailed Kellie on January 24 to delete the list of 102 members who had not renewed despite getting several reminders. They will still appear on the membership list that Deb sent out because that list is from January 23.

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### **Program Planning Committee – Ed Dove**

*Programs since last board meeting:*

Cycles of the Seasons: Meskwaki Then and Now, Cherie Haury-Artz, February 6, 1:00 pm. 59 attendees (42 Zoom, 17 in-person)

*Upcoming Programs:*

- The Importance of Blood Donation: The DeGowin Blood Center, Manday McClenahan, Thursday, Feb 29, 10:00 am, Meeting Room A, Coralville Public Library, In-Person only. UIRA Coordinators: Lesanne Fliehler and Chris Brus.
- Creating the Hancher Season, Aaron Greenwald, Friday, March 8, 12:00 pm, 2520-D UCC and Zoom (Hybrid). UIRA Coordinator: Lois Cox.
- Fiction in the City of Literature, Loren Glass, Wednesday, March 20, 11:00 am, 2520-D UCC and Zoom (Hybrid). Suggested reading list to be provided. UIRA Coordinator: Lois Cox.

- Csomay Center for Gerontological Excellence, Leah Buck, Thursday, March 28, 1:00 pm, 2520-D UCC and Zoom (Hybrid). UIRA Coordinator: Ed Dove.
  - All Things Water: Improving Community Resilience to Floods, Droughts, and Declining Water Quality, Larry Weber, Tuesday, April 9, 1:00 pm, Meeting Room A, Coralville Public Library and Zoom (Hybrid). UIRA Coordinator: Nancy Langguth
  - National Advanced Driving Simulator Tour, Staff, Wednesday, April 17, 11:00 am, 2401 Oakdale Blvd, Coralville, in-person. UIRA Coordinator: Ellie Herman.
  - Incarceration Among the Elderly, Alison Guernsey, Wednesday, April 24, 12:00 pm, 2520-D UCC and Zoom (Hybrid). UIRA Coordinator: Lois Cox.
  - Fraud Alerts for Seniors, Sally Leme, Thursday, May 16, 11:00 – Noon, 2520-D UCC and Zoom (Hybrid). UIRA Coordinator: Ellie Herman.
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### **SIG: Explorers Report – Alice, Lesanne**

- Recent activities include:
    - a walk on Dec. 14 at Terry Trueblood, 12 attendees
    - a walk on Jan. 24 at Coral Ridge Mall was cancelled due to icy road conditions.
  - We have moved several upcoming walks to the afternoon to potentially avoid early-morning wintry conditions. Walks on Feb. 22 (City Park), March 19 (Iowa River walk south of Big Grove), and April 24 (Kent Park) will begin at 1:00 p.m.
  - In addition, we had a last-minute notification from Marci Trana at the Tamarack Discovery School, so some of us will meet her and the preschool children on Feb. 15, 9:30 a.m., at Phebe Woods for a hike.
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### **Ad Hoc Committee Reports**

#### **Bylaws Review and Revision Committee (Deb, Mike, Chris)**

The committee finalized a proposed timeline and protocol for a more efficient transition of committee chairs and members from one program year to the next. A copy of the flowchart (and a draft survey) was distributed in the board packet prior to this meeting. The proposal will be discussed in new business.

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#### **UIRA Manual Update Subcommittee (Evalyn, Lois)**

The work of this committee is on hold until confirmation that UIRA will be represented in the UI Policy Manual has been received.

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#### **Website Review and Update Committee (Ed, Lin, Lesanne)**

Ed reported that he was not aware there was any work to be done by this committee currently.

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### **Old Business**

*Center for Advancement (UIRA Quarterly Report, Endowed Scholarship Fund, Student release forms)*

Mike Barron has been in contact with the Center for Advancement in an effort to have reports of our Endowed Scholarship Fund sent to Kellie on a routine basis. He is awaiting a call from Tom Deprenger

who will facilitate regular receipt of information on the UIRA Endowed Scholarship Fund and its recipients.

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*Progress on finding the disconnect between UI HR and UIRA re identifying probationary members.*

Ed reported that Cheryl Reardon had referred him to Rebecca Olson in HR, but he has not yet connected with her. Kellie is awaiting instructions on how to integrate the monthly data pulls from HR on recent retirees into the existing UIRA membership dataset. That is currently on hold because members of the Membership and Nominating Committees have noted issues with consistency and usability of the current membership dataset, pulled by Kellie on 1/23/24 and distributed to the BOD, that will need to be addressed before merging new data into the existing dataset.

Data also needs to be pulled for those UI employees who retired from June 2023 until retiree data is being pulled on a monthly basis. This group of retirees was not given probationary membership status, as outlined in their retiree packets, because HR was unaware they should be routinely pulling and sending new retiree data to Kellie for inclusion in the membership dataset.

## **New Business**

*Advertising other organization's needs in The Gray Hawk (Poll workers, United Way)*

Questions related to: promoting needs for University of Iowa-affiliated groups vs outside organizations; sharing member lists; advertising volunteer opportunities vs solicitations for donations; Gray Hawk vs website listing of volunteer opportunities, were discussed.

It was decided that, for now, we would not do any of the above in The Gray Hawk. There will be further discussion of whether we could list volunteer opportunities on the UIRA webpage (staffing/maintenance issues) or revisit an earlier proposal to add a Volunteer Committee.

- Proposed Timeline and Protocol for more efficient and effective transitions of committee chairs/members

Mike B. presented the timeline to the Board and went through the major changes to current practice, especially those related to the identification of committee chairpersons and the proposed term of office for them, which would be extended through their first summer to facilitate orientation and transfer of resources from the current chairperson to incoming chairperson (June). July and August would then allow time for the incoming chairperson to assemble their committee, secondarily providing time in early September for the secretary to complete a full committee roster that will then be distributed at the September Board meeting. Acceptance of the timeline was voted on and approved unanimously.

A draft survey for assessing committee chair and member retention was also presented. This survey outlines the first step in the proposed process for assessing member/chair retention, as well as member interest in serving on other committees. The survey would be distributed to board and committee members the beginning of March to first identify the need for committee chairs who will then be solicited and hopefully in place by the May BOD meeting. Secondarily, survey information will allow incoming committee chairpersons to contact those members who expressed interest in staying on their committee or in moving to their committee for the coming year, as well as soliciting new members during July and August. The board agreed to a trial run using the survey this year.

## **Adjourn**

On a motion from Mike B., seconded by Ed, Deb adjourned the meeting at 2:46 pm.