

University of Iowa Retirees Association (UIRA)
Board of Directors Meeting
May 14, 2024, 1:00 pm
121P USB and Zoom

MINUTES

Attending: Chris Brus, Deb Cobb, Lois Cox, Ed Dove, David Fitzgerald, Lesanne Fliehler, Mike Hovland, Evalyn Van Allen-Shalash, Cathy Wilcox.

Not attending: Mike Barron, Diana Lundell, Vicki Siefers.

Call to Order – Deb Cobb, President

Deb called the meeting to order at 1:01 pm.

Approval of Minutes

On a motion from Lesanne, seconded by Ed, the April 11, 2024, minutes were approved.

Reports from Officers

President – Deb Cobb

- Meeting with Chris Brus and Mike Hovland regarding meeting between HR and UIRA. Preparations have been made and materials developed for the meeting tomorrow (May 15). Deb, Mike, and Chris will be presenting. Ed and Evalyn will also be present.
- Annual Meeting PowerPoint presentation – Deb will be asking for reports from officers and Board members to use in the presentation to the membership during the annual meeting on June 11.
- Annual President’s Award – Deb has decided on a recipient, to be announced soon.
- Board approval of Service Award recipients has been conducted via email. The awardees are Lesanne Fliehler, University of Iowa Service Award recipient, and Billie Townsend, Community Service Award recipient.

President-Elect – Evalyn Van Allen-Shalash

Evalyn reported that there has been some movement on finding a repository for working documents. She has found a SharePoint drive where she was able to upload working documents. There was discussion about the difference between SharePoint and One Drive, not only where they exist but also their function, so research needs to be done to clarify the differences before proceeding.

Past-President – Ed Dove

See Program Planning Committee report.

Treasurer – David Fitzgerald

The current balance in the UIRA checking account is \$19, 986.18.
Reserve funds, in two Vanguard accounts, total \$12,824.06.

David also pointed out expenditures of \$450 for Photo Contest prizes and \$1148 for Evalyn’s upcoming trip to the 2024 Big Ten Retirees Association annual meeting in Columbus, OH, July 24-26, 2024.

Standing Committee Reports

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

Text from an email Carolyn sent to Deb on May 9, 2024:

While I was working on Gray Hawk content for the award recipients, I realized that I had not presented the nominees for board approval. The June Gray Hawk will be published before the board meets in June.

I have attached the copy for recipients Billie Townsend (Community Service) and Lesanne Fliehler (University Service). I think it would be appropriate for President Deb to circulate this information to the board and ask for an email vote. This needs to be done before the Gray Hawk comes out on May 21 or 22.

Photo Contest – Diana Lundell, Lesanne Fliehler

Lesanne reported that she has been in touch with Hills Bank, and they are excited to receive two posters from UIRA, created by Lesanne and Diana, that will show the four first-place photos from this year's contest. They will be displayed on easels at the entrance of two of their locations. This is a great way to thank them for their support of the UIRA Photo Contest each year. In addition, Lesanne created a PPT slide that will appear on the University Services Welcome Center electronic signage slide rotation.

The *Gray Hawk* – Lesanne Fliehler

Deadlines

Content deadline: Monday, May 13

Layout to Kellie: Thursday-Friday, May 16 or 17

Distribution: Tuesday-Wednesday, May 21 or 22

Programming

1. Programming will be done for the year.

Additional Content

1. President's Column
 2. New Board Members Elected
 3. UIRA Volunteer Service Awards Announced
 4. Recent Recordings
 5. Explorers Walks
 6. Photo Contest Results
 7. What's Happening on the UI Campus?
 8. New Members
 9. Reminder: no July and August Gray Hawks published
 10. Senior College Courses for Fall
 11. Committee Membership Openings
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Membership – Vicki Siefers - Chair, Lesanne Fliehler, Chris Brus

Two Requests for the UIRA BOD from the Membership Committee

1. Request to suspend provisional memberships for one year.

Rationale for suspending provisional memberships for one year.

An implementation strategy for the provisional membership offered by UIRA has never been developed, nor initiated. Therefore, we are suggesting a suspension of the provisional membership for one year, during which

time this project can be better assessed in terms of time and effort needed to manage it. This is especially warranted during the upcoming year where much effort needs to be placed on creating a workable partnership between UIRA and UI HR (IT) as we work through three main priorities:

- a) Building a new membership dataset, which will involve pulling HR data on all existing UIRA members (some of which is corrupt in our present dataset) and combining that with data submitted on the initial membership and renewal forms. We hope to have this task completed by September 1, 2024. Those directly involved in this project will remain actively engaged until the dataset is usable.
- b) Running data on all UI retirees from June 1, 2023, to May 31, 2024, who were expecting a provisional membership to UIRA based on a letter stating the same in their retirement packet and following through on our commitment to provide them with all the benefits of membership until September 1, 2025. This group of retirees will be kept separate from the membership dataset until they choose to join UIRA during the August 2025 membership drive. All this will take time to remediate. The current membership committee members will remain active until this error has been corrected (all provisional members have received communication from us regarding their provisional membership).
- c) Assessing ways to survey UIRA members who are not currently using their UI email addresses. This is critical. If it is true that Qualtrics surveys that are sent from a UI server are not operable for those with non-UI email addresses, this is a significant problem since 65.5% of emails listed on the current UIRA membership dataset are non-UI emails.

The UIRA membership is in the process of voting on the slate of candidates for UIRA officer and Board of Director positions for the 2024-2025 program year. If only 35.5% of our dues-paying members are able to vote, that is not adequate representation.

One option is to move to a non-UI survey application, such as Survey Monkey. It comes with a cost of \$39/month, paid as an annual fee of \$468/yr. At least one member of the board has used this application extensively in the past and will be able to initiate its use.

The request was presented by Chris, discussed at length, and on a motion from Lesanne, seconded by Lois, and approved by a vote of the directors, action on this request will be tabled until the June 4 Board meeting.

2. Request to increase membership dues for the next renewal cycle, to \$12/yr or \$30/3yrs.

We anticipate an increased need for funding based on impending or suggested initiatives:

- a) The need to pay for services of an IT professional to facilitate building the new UIRA membership dataset.
- b) Hosting more in-person events, such as an end-of the year party, orientation next fall, and adding treats and drinks to routine programming.
- c) Sending out more hardcopy materials to the membership on a regular basis.
- d) If needed, paying for a subscription to a survey tool to make sure we are providing all of the membership with an opportunity to respond to surveys, for voting and other purposes.

The request was presented by Lesanne, discussed by the Board, and on a motion from Lesanne, seconded by Lois, and voted on by the directors, was approved unanimously.

Nominating - Mike Hovland - Chair, Mike Barron, Lois Cox, Jean Florman

Rachel Stewart was added to the slate of nominees, as a director-at-large candidate, in time for her information to be added to the voting materials. Her background is as a web designer.

Program Planning – Ed Dove – Chair, et al.

Completed Programs Since the Last Board Meeting

- National Advanced Driving Simulator Tour, Wednesday, April 17. UIRA Coordinator: Ellie Herman. Attendees: 31 (in-person only)
- Incarceration Among the Elderly, Alison Guernsey, Wednesday, April 24. UIRA Coordinator: Lois Cox. Attendees: 23 (Zoom: 14; in-Person: 9)

Upcoming Program

- Fraud Alerts for Seniors, Sally Leme, Thursday, May 16, 11:00 am, 2520-D UCC and Zoom (hybrid). UIRA Coordinator: Ellie Herman.

Ed reported that the PPC has coordinated 18 presentation this program year: 4 Zoom only; 4 in-person only; and 10 hybrid. There are approximately 20 other suggested topics that will be passed on to Deb for the 2024-25 program year.

He also thanked the members of the PPC and commended them on their work and interesting choice of topics this year.

SIG: Explorers Report – Alice Atkinson, Lesanne Fliehler

Explorers Report (Alice Atkinson, Lesanne Fliehler)

Recent walk since our last report:

- April 24, Kent Park (meet at the Education Center), 10:00 a.m.

Upcoming Walks:

- May 15, Two Horse Farm, 10:00 a.m.
- June 5, Turkey Creek Nature Preserve, 10:00 a.m.

Ad Hoc Committee Reports

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

The committee met and discussed how to move forward with updating the Bylaws, since the process is taking much longer than at first thought. Although the committee will continue to meet during the summer, as members are available, there are issues of noncompliance in several areas that are important to update sooner rather than later. We could really use a few more committee members to help the process move forward. A request will be made to the BOD to invite others to participate in this process.

During the meeting, Evalyn and Lesanne offered to join the committee to help move it to completion this summer. The committee plans to meet weekly until the Bylaws are revised/rewritten to reflect our current operations and to become consistent with the MOU and Policy Manual.

UIRA Manual Update Subcommittee (Evalyn, Lois)

Evalyn reported that some of the updating of the manual can begin now, however, she will assist in getting the Bylaws revised this summer so the manual can be updated, in accordance with the approved version of the Bylaws, to avoid further compliance issues.

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

No activity reported for this month.

Old Business

- Update on Implementation of the MOU – Meeting between UIRA & UI HR scheduled for May 15, 2024.

From the President's Report: Preparations have been made and materials developed for the meeting tomorrow (May 15). Deb, Mike, and Chris will be presenting. Ed and Evalyn will also be present.

- Addition of the Manual Update & Orientation Committee

Tabled from the April 11 Board meeting, the addition of this proposed standing committee was further discussed. Since the president does have the authority to convene such a committee, a motion was presented by Evalyn to approve the formation of the Manual Update and Orientation Committee, a new standing committee. Seconded by Lesanne, the Board unanimously voted to approve this motion.

New Business

- Annual Meeting – Reports and PowerPoint Presentation Preparation

The Annual Meeting of the association will take place on Tuesday, June 11, 2024, in 2520-D UCC. Set-up at 1:00 pm, meeting from 2:00-4:00 pm.

Deb will put together the PowerPoint with assistance from others who are more familiar with this program. She will use last year's presentation as a template.

- Report on voting for officer's and BOD members by the membership (issue with Qualtrics)

Ed reported that the issue with Qualtrics had been resolved. No further information forthcoming. Chris will check with Kellie at the meeting with HR to make sure it will not be a problem moving forward.

- Preparations for Fall 2024 Board and Committee Chair Orientation

It was agreed that Deb and Evalyn would create an orientation program for new Board members and will strongly encourage ALL Board members to attend at least part of that orientation. Among other important information that will be imparted, there will be a tutorial on the use of IT and Zoom by someone—hopefully Ben Held. Deb and Evalyn will be working to get orientation scheduled soon.

Adjourn

On a motion from Lesanne, seconded by Cathy, Deb adjourned the meeting at 2:46 pm.