

**University of Iowa Retirees Association (UIRA)**  
**Board of Directors Meeting**  
**June 4, 2024, 1:00 pm**  
**121P USB 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, Cathy Wilcox.

**Not attending:** None

**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 Mike B., the May 14, 2024, minutes were approved.

**Reports from Officers**

**President (Deb Cobb)**

- Continuing to meet with Bylaws Review Committee to revise UIRA Bylaws

Deb thanked Evalyn and Lesanne for joining the Bylaws Review Committee, which has been meeting weekly and is making great progress.

- UI HR meeting report

Deb thanked Chris for taking charge of the meeting and for preparing the necessary materials. Deb also reported that the meeting was very encouraging! Those who participated agreed that meeting according to the MOU was a critical piece in building the UIRA-UI partnership going forward. More about this meeting to be discussed in Old Business.

- Orientation

Evalyn and Deb have started discussions about orientation next fall and will bring others into the planning as needed over the summer.

- UIRA annual meeting update

Deb thanked Lesanne for helping her prepare the PowerPoint presentation for the annual meeting. Deb will preview the presentation in Old Business so the Board can have input in the final product.

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**President-Elect (Evalyn Van Allen-Shalash)**

Now that the UIRA is officially recognized and codified within the *UI Policy Manual*, I began to move ahead with updating the *UIRA Operations Manual*, with the realization that any updates were subject to finalizing the UIRA Bylaws. I joined the Bylaws group to help complete that task and will then work on our manual in due course. The committee is meeting weekly and things are moving along quickly.

We've added Orientation to tasks by the committee to update the manual. Over the summer, I will work with the outgoing President to plan an orientation program for new Board members. This will include duties for each Board and committee position and we will hopefully have a timeline in place for all routine activities. Evalyn reported that she will ask key people in UIRA to send in a list of activities and a timeline for how they operate within their office or committee.

We have decided to replicate refreshments from last year's Annual Meeting (June 11, 2520-D UCC), so I have set in motion orders for ice cream (Nancy), cookies & coffee (Evalyn), water (Deb). Evalyn also reported that only a small group of members had RSVP'd for the Annual Meeting. She encouraged Board members to reach out to the membership in hopes of increasing attendance.

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### **Past President (Ed Dove)**

See Program Planning Committee Report and Table of Attendance for the 2023-24 Programming Year.

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### **Treasurer (David Fitzgerald)**

The current balance in the UIRA checking account is \$19,824.17.

Reserve funds, in two Vanguard accounts, total \$12,714.93.

On a motion from David, seconded by Ed, the Board voted unanimously to include a list of all officers and Board members elected to serve for the 2024-2025 in the approved minutes of the June 4<sup>th</sup> Board meeting. This was requested by Hills Bank so they would have official documentation from UIRA to verify the Board. Chris will draft the minutes to be vetted to the Board for electronic approval.

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### **Standing Committee Reports**

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#### **Membership Committee** (Vicki Siefers, Lesanne Fliehler, Chris Brus)

The Membership Committee met to work on updating several documents:

1. The welcome letter for UI retirees for the 2024-25 program year and two follow-up emails:
  - a. The welcome letter is for use in the retiree packets distributed by UI HR. The welcome letter will be updated by the Membership Committee each May and submitted to Kellie (ASC) by July 1 for the next year. The welcome letter will announce the provisional UIRA membership but will not include a timeframe for this membership.
  - b. An initial email will be sent to all new retirees within a week of the monthly data pull (hopefully) and have a link embedded in the email leading them to a contact information survey that asks them for basic info, including an alternate email address so we can make sure they will receive our emails. It will also have an end date for their provisional membership, which will expire at the beginning of an August/September renewal period.
  - c. The second email will be sent to the backlog of retirees who were promised a provisional membership but who did not receive it. We will soon receive that list from Kellie. We are apologizing for our failure to give them a provisional membership and are now offering them a membership through August 2025. They will receive a link to the contact information survey so we can collect current data (see below), including their home mailing address, primary email, alternate email, Zoom name, and suggestions for programming.

The committee is hopeful that going forward new retirees will be pulled every month and will receive our welcome email, survey, *The Gray Hawk*, and all our communications through August 2025, at which time they will be invited to join as dues-paying members of UIRA.

2. The last item the committee addressed was the wording for Article III of the UIRA Bylaws regarding members. The committee has rewritten this section and submitted it to the Bylaws Review Committee for discussion.

The Membership Committee is also withdrawing its motion to suspend provisional memberships for one year that was tabled at the last Board meeting. It was discussed at the meeting with UI HR and it was felt that monthly retirees could be added to the membership dataset, using tabs, that would make it easier to track them and less likely that corruption of the dataset would occur.

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### **Program Planning Committee** (Ed Dove, et al)

*Program completed since the last Board meeting*

- Fraud Alerts for Seniors, Sally Leme, Thursday, May 16, 2520-D UCC and Zoom (Hybrid). UIRA Coordinator: Ellie Herman. 44 Attendees (27 Zoom; 17 in-person).

Programming for the 2023-24 program year is now complete.

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### **Ad Hoc Committees**

**Bylaws Review Committee** (Mike Barron, Chris Brus, Deb Cobb, Lesanne Fliehler, Evalyn Van Allen-Shalash)

The committee, with the addition of Evalyn and Lesanne, has been meeting weekly and will continue to do so until a draft of the Bylaws is completed. We are working through areas of inconsistency within the Bylaws as well as those with the MOU and the *UI Policy Manual* text. The Membership Committee is drafting the Membership section which will then be discussed in the Bylaws Review Committee. We are making good progress and hope to have completed a full draft in the next few weeks.

When a draft is completed, the document will be sent to Board members for review and discussion. A special meeting of the Board will then be called to complete necessary discussion and vote.

Chris asked Mike Barron a question about how to handle all the committee work being done this summer, in terms of documentation. He thought there should be official reports of all business conducted by officers and committees over the summer that would then be attached as addenda to the minutes of the last Board meeting to occur before the association's Annual Meeting. They would then be approved at the first Board meeting of the next term.

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### **Old Business**

- Update on Implementation of MOU – Meeting between UIRA and UI - May 15, 2024.

Deb gave a short summary, then asked Chris to talk about the focus of the discussion with UI HR attendees. There were four main topics brought to the table by UIRA, all related to technical integration challenges experienced by UIRA since the MOU had been signed. All were eminently solvable and would lead to streamlined administration of "routine" activities that involved actions within UIRA and secondarily, actions on the part of UI for implementation.

Topics were discussed one by one and a plan to address each challenge was made, albeit without in-depth specifics. Both parties recognized that continued dialogue was critical to building a functional and robust partnership. Now we have a path forward for the coming year.

It was agreed that the schedule of meetings outlined in the MOU would be followed going forward.

All in all, this was a very productive meeting that left the UIRA contingent feeling very optimistic about the future of our organization. Yes, there is work to be done. And we will do it.

- Update on Preparation for the Annual Meeting – Review of PowerPoint

Deb spoke about the plans for the annual meeting and previewed the PowerPoint presentation. Many eyes made swift work of finding typos and identifying areas where more concise language would suffice.

After review of the Program Planning Committee slide, Board members took the opportunity to congratulate Ed on the number and quality of programs offered this year. As chair, he and his committee coordinated a diverse set of programs that attracted members from across a broad range of interests. His committee has also left a number of program ideas that can be pursued next year.

Lesanne added that the winning photo contest photos would be scrolling on the front screen during the social time before the business meeting.

### **New Business**

The membership has voted and the election is now complete. The full 2024-25 URA Board is listed below.

#### **2024-25 UIRA Board of Directors**

Evalyn Van Allen-Shalash, President

Lois Cox, President-Elect

Deb Cobb, Past President

Todd Stewart, Treasurer

Cathy Wilcox, Secretary

Diana Lundell, Director & Editor, *The Gray Hawk*

Mike Barron, Director

Chris Brus, Director

Jean Florman, Director

Mike Hovland, Director

Cindy Seyfer, Director

Rachel Stewart, Director

### **Final Notes**

Deb thanked everyone on the Board for working so hard this year. She acknowledged that we have, by working together, made much progress in solidifying the operations of the association. She is especially encouraged by the efforts to build a working partnership with the University of Iowa. She is now ready to move into her position as chair of the Program Planning Committee and to support incoming president, Evalyn Van Allen Shalash, during her term.

### **Adjourn**

On a motion from Lesanne, seconded by Diana, Deb adjourned the meeting at 2:26 pm.