

**APPROVED May 9, 2017**

**UW-Madison Retirement Association  
Board of Directors Meeting  
Minutes of May 9, 2017  
UW Credit Union, 3500 University Avenue**

Board Members Present (7):

Darrell Barth	Gary Mitchell	Jim Stratton
Dorothy Klinefelter	Chuck Read	
Diane Kravetz	Bill Richner	

Absent (7):

Pat Carol	Cora Marrett	Joel Skornicka
Bob Dye	Sarah Potts	
John Helgeson	Rob Seltzer	

Staff Present: Millard Susman, Ann Wallace

Guests: Mary Czynczak-Lyne, Sandi Haase

**The minutes of the March 14, 2017, meeting were approved as submitted.**

Reports:

**Treasurer's Reports: Darrell Barth asked if there were any questions about the reports through April 2017. There were no questions regarding the reports, and they were accepted as submitted.**

President's Report: President Gary Mitchell reported that the Retirement Issues Committee met in April and will meet again May 23<sup>rd</sup>. Our request for representation on chapter 6 committees was denied. We will look for ways to advance this request in the future.

Executive Director's Report: Executive Director Ann Wallace reported that 43 committee members have signed up for the Thursday luncheon that coincides with our annual meeting. This compares with an average attendance at the annual thank you reception of about 30. Ann and Sandi Haase are working on transition issues. Sandi is working on IT matters. Joel Skornicka talked to Martha Taylor at the UW Foundation about a used computer and laptop. The gift will be voted on by a UWF committee on June 6. Software will be needed, such as Office 2016. Jerry Lange has suggested to Sandi that we look at Wild Apricot as an association management software package. Sandi explained that this would

allow membership records, on-line registration and fee collection in an integrated manner, tied to our website. The monthly fee is more reasonable than other packages. It's web based and mobile friendly and would allow email blasts. There is no training or set-up fee and a 30-day free trial is available. Sandi would like to give it a thorough test and review, with a goal of having it up and running as soon as it can be evaluated and, if appropriate, approvals obtained. She will work with Darrell Barth to assess the payment system and how it would work with the accounting system. Pat Noordsij will be involved as it pertains to the website. Ann confirmed that the board will meet on the third Thursday of the month at 1:30 beginning in September. She also explained parking options. She will be purchasing a permit for lot 29 that is refundable based on when it is turned back in.

The Membership Committee report is addressed under new business. The Communications Committee report is addressed under old business.

#### Old Business:

Report on *Sifter* editor search: The Communications Committee reported that Professor Emeritus John Fett of Life Sciences Communication has agreed to serve as interim editor of *The Sifter*. Millard Susman identified John as a potential candidate.

The Communications Committee also reported that they will launch a Facebook page that will be found under UWRA-Madison. This will be a closed Facebook group. UWRA members who wish to be friends will have to be approved by the page administrators, Pat Noordsij, Chère Gibson and Sandi Haase. A discussion followed concerning the benefits of a closed group versus an open group. A closed group provides UWRA with more control and appears to be a good place to start. Gary may discuss the matter further with Chère.

#### New Business:

Update on executive director transition: See above under Executive Director's Report.

Auditor's report on fiscal year 2016: **Darrell Barth reported that the auditors found that the financial position was fairly presented as of June 30, 2016, and that a number of policy recommendations regarding line items were made that he accepted. One recommendation, however, was made regarding advance payments of members who pass away that raises concerns. The recommendation is that advance payments for members who pass away in a particular year be recognized as revenue in the year of their death rather than spread out over future years. While this is a technically correct interpretation of Generally Accepted Accounting Principles (GAAP), it affects multiple years and accounts, requiring multiple adjustments, while having an immaterial effect on the financial**

**results and position of UWRA in any one period or overall. Past practice has been to recognize the revenue over multiple years, as intended by the members who purchase life and multiple year memberships. A motion was made by Darrell and seconded by Diane Kravetz to maintain the existing practice because the work required by the recommended change is significant and the financial impact is not material. The motion passed unanimously.**

Recommendations from the Membership Committee:

**Extending the recruitment incentive for another year (a new member results in a year's free membership extension for the recruiter): Motion made by Dorothy Klinefelter and seconded by Darrell. Motion approved. A second motion was subsequently made by Diane Kravetz and seconded by Jim Stratton to extend the incentive indefinitely but have the Membership Committee report on the results each year. The motion was approved.**

**Offering a free lunch to each first time new member: Jim Stratton made the motion to approve the recommendation with the addition of an annual report requirement; seconded by Chuck Read; motion approved.**

Request that board members attending the new-retiree reception contact attendees they know with an encouragement to attend: The request was discussed. There will be about 480 invited to the reception, and the list will be shared with board members.

**Retirement Issues Committee: Members of the board discussed the possibility of collecting names of members who would be willing to serve as mentors to prospective and recent retirees. It became clear that not enough was known about the mentoring effort to proceed. Would the program be housed in the Vice Provost's Office? How would related costs, training and liability be handled? UWRA does not have the necessary liability insurance. Chuck Read moved to table the discussion until a future meeting; seconded by Diane; motion approved.**

Other business: Diane reported that Ann Wallace has agreed to continue in a special projects role similar to those of Millard Susman and Char Tortorice. Sandi Haase reported that Ann will act as liaison to the various committees as well.

Next meeting: June 8, 2017, at 1:00 PM, following the annual board reunion luncheon.

Respectfully submitted,  
Bill Richner  
Secretary