UNIVERSITY OF MANITOBA RETIREES ASSOCIATION
MINUTES OF EXECUTIVE COMMITTEE MEETING
19 Tod Drive
November 9, 2004
10:00 a.m.

Present: L. Brockman, B. Clark (Secretary), J. Goldstein, D. MacEwan (Treasurer), J. Markham, J. Mundie (Chair) and S. Stothers

Regrets: I. Gusdal

Absent: J. Hamerton.

1. Members of the Executive: John Mundie said that in addition to those elected at the annual meeting, the ex officio members are Nora Losey and June Stewart. They would not be attending until the by-laws were approved.

2. Minutes of the Inaugural Meeting: Brent Clark provided a draft copy of the October 16th minutes. He agreed to distribute them by email to the other members of the Executive.

3. Amendments to the Constitution:
   a. Proposed at the inaugural meeting: Jay Goldstein had incorporated the amendments agreed to at the October 16th meeting and agreed to send an updated copy to John Mundie for distribution (and also posting on the website).
   b. Defining who are retirees: John Mundie had spoken to Terry Voss regarding the definition of who are retirees. Terry suggested that the Association should decide its own definition for its own purposes given that several different departments within the University define who is "retired" in different ways. [No final definition was decided].

4. By-laws
   a. Appointment of representative to the Staff Benefits Committee: John Mundie said that June Stewart had attended the last meeting of the University Staff Benefits Committee. Barb Hanchard would not allow her to vote until she was officially named as UMRA representative. It was agreed that June Stewart be named the UMRA rep.
   b. Appointment of an alternate to the Staff Benefits Committee: It was agreed that Nora Losey be named as an alternate.
   c. Creation of Sub-committee on Staff Benefits and Pensions: John Mundie said that an ad hoc committee of retirees considering Staff Benefits and Pensions already existed. The members are: Jay Goldstein, John Markham, John Mundie, Bernice Furlong, Paul Lindsay, Nora Losey, and June Stewart. It was tacitly agreed that this committee should serve as the official UMRA Sub-committee on Staff Benefits and Pensions.
   d. Appointment of Chair of Sub-committee on Staff Benefits and Pensions: It was tacitly agreed that the current ad hoc Chair should serve as the Chair of the UMRA Sub-committee on Staff Benefits and Pensions.
   e. Membership on the University Staff Benefits Committee: It was announced that a sub-committee of the Staff Benefits Committee has been struck to consider the membership of the University Staff Benefits Committee. It is presumed that UMRA
will continue to be represented.

5. CURAC Conference- 2004
   a. Financial results: John Mundie announced that $7,827 had been raised, with a total profit of $5,054.60. UMRA’s share was $1,263.65. He gave the cheque in that amount to the treasurer, Doug MacEwan.
   b. Wind-up meeting: John Hofley, the CURAC rep from UW, suggested a wind-up meeting. John Mundie said he would discuss possible arrangements with Nora Losey.

6. CURAC Conference- 2005
   a. Location: John Mundie said that the 2005 CURAC conference would occur at the UBC Robson Square Campus in Vancouver, May 11-13, 2005. The conference hotel would be the “Rosedale on Robson” at $85 per day. He said that the UBC retiree association was working with its counterpart at Simon Fraser University to develop a program. A suggested topic was retiree housing.
   b. Attendees: John Mundie will attend as a member of the CURAC Executive.

7. CURAC
   a. Membership renewal - Delegates to CURAC: John Mundie asked who should be the second UMRA attendee. Brent Clark suggested that it should be the UMRA Vice-President, Lois Brockman. It was so agreed.
   b. Payment of fees: John Mundie said that the UofM had agreed to pay the $300 Annual Membership fee.
   c. Survey on Representing Retirees in University Affairs: John Mundie said he had been sent a survey asking for opinions on what university bodies retirees should have representatives. In addition to a representative on the Staff Benefits Committee mention should be made that an UMRA rep is officially on the University United Way Committee. It was agreed that John Mundie would reply to the CURAC survey on behalf of UMRA.
   d. Policy on support for continuing academic and professional activities of retirees: John Mundie announced that this was in the works at CURAC.
   e. Privacy policy: John Mundie noted that the draft privacy policy developed by CURAC indicated that the mailing addresses of retirees would be their business addresses. As many retirees do not maintain a business address, it was suggested the policy should include whichever address was used for CURAC mailings to retirees.
   f. Incorporation: CURAC has lawyers at Dalhousie pursuing federal incorporation. It will not affect UMRA directly.
   g. Medical benefits project: CURAC has a watchdog group to observe retirees medical benefits.
   h. Volunteers: CURAC is assigning those who volunteered at the CURAC Conference to various sub-committees.

8. Treasurer:
   a. Setting up bank account: Doug MacEwan as Treasurer suggested that at least 2 members of the Executive should sign all cheques (and that 3 should be available to sign). It was agreed that the 3 should be the Treasurer, the President (John Mundie) and the Secretary (Brent Clark). It was agreed that Doug MacEwan should proceed with setting up the UMRA bank account.
9. Mailing and email lists:
   a. **Mailing list:** John Mundie said that he had received a copy of the mailing list used for sending out the September edition of the Retirees’ News. (There were 1797 names on the list.) He talked with Sharon McCullough of the Library FIPPA Office about using the list for communicating with retirees and whether those who are about to retire can be automatically added to the UMRA mailing list. This would have to be done within the context of the University’s Privacy Policy that is being developed. At John Markham’s suggestion, it was agreed that UMRA should clarify that it will not provide the list of names to a third party without first securing the consent of those on the list.
   b. **E-mail list:** John Mundie is the administrator of the retirees’ email list. He has been working with Nick Donaldson of Academic Computing and Networking on refining the list.

10. **Privacy policy:**
    a. It was agreed that UMRA needs to consider a privacy policy concerning its membership lists.

11. **President’s Reception for Retirees – April 16, 2005:**
    a. **Speaker:** Jim Teller has agreed in principle to be the speaker providing he is available that day.
    b. **Other speakers:** Barry Prentice was suggested as an alternate. He might talk about dirigibles acting as “heavy lifters” for northern freight.

12. **Communications:**
    a. **Official announcement on the formation of the Executive:** John Mundie asked Terry Voss if his department would make an official announcement in the Bulletin regarding the formation of the UMRA executive. This assignment was passed on to Rosalyn Howard.
    b. **Publicity:** It was suggested that somebody be named to handle publicity. Lois Brockman suggested a sub-committee be established to handle communications.
    c. **Retirees’ News:** There is a need to have someone prepare the Retirees’ News.
    d. **Communications with retirees:** A short discussion took place concerning the difficult logistics of using regular mail and email for communicating with retirees. Given that there are more than 1800 members in UMRA, mailing letters to this group by UMRA would be prohibitive given it has limited financial resources. While the email list is considerably shorter, the University email server might not accept messages to the group as a whole.
    e. **Publicity:** [no discussion]
    f. **Website:** Given the high cost of mailings and the difficulties with email, Brent Clark suggested that most communications might take place passively on the UMRA website.

13. **Appointment of retirees to University Committees and Governing Bodies:**
    a. **Pension Committee:** John Mundie said that Terry Voss was concerned regarding continuity on the Pension Committee (given that both Nora Losey and George Baldwin had served for a very long time, and no new members have been appointed to gain experience). Jay Goldstein said that it should be clarified whether Terry Voss
was floating a trial balloon or making an official request for a new member. It was so agreed.

b. **Board of Governors:** Jay Goldstein suggested that UMRA should have an Assessor on the Board of Governors.

c. **Other:** It was suggested that UMRA might be represented on the Alumni Association Committee.

14. **Assignment of responsibilities among the Executive:**

a. **United Way:** It was agreed that Irv Gusdal would be responsible for the United Way.

b. **Privacy:** It was agreed John Hamerton would be responsible for Privacy policy.

c. **Standing Committees:** Jay Goldstein suggested that there should be standing committees to consider major policy areas. On a motion by Goldstein and Markham, on a motion by Goldstein and Markham, it was agreed there would be standing committees concerning:

i. Staff Benefits and Pensions and b. Communications.

d. **Staff Benefits and Pensions Committee:** It was tacitly agreed that the Chair of the Staff Benefits and Pensions Committee would normally be the UMRA rep to the University Staff Benefits Committee, and the UMRA Staff Benefits and Pensions Committee should select an alternate. John Mundie clarified that the word “normally” would allow June Stewart to continue to serve as the UMRA rep to the University committee. Lois Brockman suggested that the committee should write its own terms of reference and submit them to the Executive for approval. Jay Goldstein suggested that the Committee itself could decide on the alternate. John Mundie said that the Executive should retain the final authority to name the representative. Lois Brockman pointed out that the Executive should be the official UMRA route for communicating with the University. After a short discussion, it was agreed that standing committees should make recommendations for approval (and communication where needed) by the Executive.

e. **Communications Committee:** John Markham agreed to serve on the Communications Committee and to find 2 or 3 other volunteers. Steve Stothers said he would call Moira Aftanas who was interested in this topic. Jay Goldstein suggested that our web-master Ian Rollo should be on the committee. John Mundie agreed. John Markham said he would contact him.

f. **Constitutional matters:** Jay Goldstein said he would be willing to continue to handle constitutional matters.

g. **Depository for official documents:** Brent Clark said that as Secretary he would be willing to serve as depository for all official UMRA papers.

15. **Other business:**

a. **Definition of Retirees:** Lois Brockman asked who would define who is an UMRA retiree.

b. **Access to computer services from home:** John Mundie said that continued computer services were a valuable benefit given to retirees by the UofM.

c. **Members on UMRA Staff Benefits and Pensions Committee:** Brent Clark asked who will follow-up regarding the members of the UMRA Staff Benefits and Pensions Committee. John Mundie said he would contact them.

16. **Next meeting:** It was agreed that the next meeting would be held on December 17, 2004 at 19 Tod Drive. Brent Clark agreed to send out an email reminder of the meeting.
17. **Adjournment:** There being no further business, the meeting adjourned at approximately noon.