

University of Manitoba Retirees Association
Minutes of Executive Committee Meeting
South Board Room, 135 Innovation Drive, Smartpark
November 16, 2005

Present: L. Brockman (President), J. Goldstein, I. Gusdal, D. MacEwan (Treasurer), J. Mundie (Past President), J. C. Jamieson (Secretary), Karen Ogden, Horst Frank.

Regrets: John Hamerton, Steve Stothers

1. The meeting was called to order 9:45.
2. Approval of the Minutes of August 18, moved by J. Mundie, seconded by J. Goldstein. Approved.
- 3 Business arising – see agenda items below.
- 4 Report on membership--Doug MacEwan reported that there are 10 life members and 10 active members.
- 5 Membership Application Form. There should be an addition indicating that cheques be made payable to the University of Manitoba Retirees Association. There was a further discussion regarding where membership forms should be kept. For privacy reasons they must be kept confidential (no decision on location). Executive should have a copy of the membership list either in hard copy or in digital format. It was agreed that a membership application form should be reproduced in the next issue of the *Retirees' News* which all retirees should be urged to complete it. For those applying for active membership, the annual membership fee will become effective on October 1. To eliminate the need to prorate fees for those that apply after the April President's Reception, the decision was to have the year end date for annual fees coincide with our AGM in October).
- 6 Discussion of insurance possibilities for those who drop off the University Staff Benefits system at age 75. Private insurers need 60 days notice about transferring to another insurer. Any transfer should be through an agent and retirees should be informed so that they do not miss the deadlines. J. Mundie agreed to raise this issue with the Benefits and Pensions Committee. The members of this committee are Nora Losey (Chair), John Mundie, June Stewart; Bernice Furlong; John Markham and Paul Lindsay.
- 7 It was agreed to produce a handbook for the Executive of UMRA. Jay Goldstein agreed to prepare and maintain it.
- 8 Report from the Communications Committee. The Terms of Reference for the Committee were reviewed and unanimously adopted (Terms of Reference attached).

Continuing members of the Committee are Laraine Coll, Bernice Furlong and Steve Stothers. John Markham has resigned from the committee and Karen Ogden has agreed to serve as a new member. A Chair was not appointed, but it should be a member of the executive. Karen Ogden agreed to be responsible for the contents of the *Retirees' News*. Information for inclusion in the *Retirees' News* should go to Karen Ogden.

- 9 Webmaster. Jay Goldstein recommended a by-law to define the role of the Webmaster which was reviewed (See By-Law attached). As Ian Rollo has asked to be replaced Jay agreed to find a person to fill the position. It was agreed that minutes of only the AGM, but not the Executive be posted on the Website. The Website will be changed from Ian Rollo's personal site to an UMRA site.
- 10 Next President's reception is scheduled for Saturday, April 22nd. The speaker is Jim Teller from the Faculty of Environment and Earth Science. Title to come.
- 11 Discussion on Retirees Centre. An Ad Hoc Committee has been established to explore the feasibility of a Retirees Centre at the University of Manitoba. Members of the Ad Hoc Committee are Horst Frank, Jerry Gray, Marilyn Stothers and Harlyn Thompson.
- 12 The next Executive meeting is scheduled for February 9 at 9.30 in the South Boardroom, 135 Innovation Drive.
- 13 Adjournment 11.40

Signed: J. C. Jamieson, Secretary.

ATTACHMENTS

Communications Committee (Adopted November 16, 2005)

The Communications Committee shall:

- (1) advise the Executive on internal and external communications;
- (2) ensure the publication of the Association newsletter on a timely basis;
- (3) promote effective communication through the web site.

Webmaster (Adopted November 16, 2005)

- (1) The Executive committee shall appoint a Webmaster.
- (2) The term of office of the Webmaster shall be three (3) years.
- (3) The duties of the Webmaster shall be:
 - (a) to develop and maintain the Association's web page including:
 - (i) posting the constitution and by-laws;
 - (ii) posting notices and minutes of meetings;
 - (iii) publicizing the Association's activities, and
 - (iv) creating links to other relevant websites.
 - (b) to maintain the Association's e-mail list.