



Northwest Retiree Association

Board Meeting: June 13, 2024, 11:00 am – 12:00 pm

Rm. 305 of the First United Methodist Church, 103 N. Main, Maryville.

Attendance:

Board Members: Joel Benson (President), Rosalie Weathermon (Vice President), Theo Ross (Treasurer), Christine Benson (Secretary), Johanne Fairchild, Karen Schaffer, Janice Brandon-Falcone (Past President)

Ex-officio: Jana Hanson

Minutes:

- I. Call to Order – 11:02 a.m.
- II. Welcome – NWRA President Joel Benson
- III. Approval of Agenda (Janice—moved approval, Karen—seconded, and passed unanimously)
- IV. Approval of March 26, 2024 Minutes
Janice emphasized that the Music at Happy Hour was wonderful, and we should do it again sometime. (Janice—moved approval, Bob—seconded, and passed unanimously)
- V. Treasurer’s Report—Submitted by Theo Ross
Summary period: March 1, 2024 – May 31, 2024
Net Balance February 29, 2024 **\$3,906.07**
Income:
 - Membership Dues: \$ 30.00
 - Donations: \$ 0.00
 - Total Income: \$ 30.00
 Expenses:
 - None this period \$00.00
 - Total Expenses: (\$00.00)
 Net Balance May 31, 024 **\$ 3,936.07**
 - A. New Retirees: Csilla Tasi, Rebecca Dunnell
 - B. Theo and Christine need to figure out a process for communicating about members who have paid dues and new members.
- VI. Old Business
 - A. NWRA Scholarship—Joel Benson
 - i. Jana will check on the details and timing of the rollout once Mark Hornickel has made a press release.
 - ii. Jana will also check with Mark Hornickel to verify or request that he do a feature on the Northwest Retiree Association as well as the scholarship. The feature, press release, and link for the scholarship will be posted on the Associations Facebook page, once it is developed.

- iii. Janice recommended that we have information available during Home Coming.
- iv. Joel made a motion that the Northwest Retiree Association donate \$500 to the scholarship at the fall Kick-off and again each fall. (Bob—moved approval, Karen—seconded, and passed unanimously)

B. Proposed Activities:

- a. Brown v Board of Education Museum in Topeka, KS—Bob and Janice (Oct. 3, 9:00 a.m. to 5:30 p.m.) This date and time are tentative. Bob will confirm with the museum and finalize the details. We recommend that we meet at the First United Methodist Church, rather than the Michael L. Faust Center (Alumni House) because there is more room for parking. Janice will coordinate inviting retirees in the Kansas City area.
- b. Visit to Botanical Gardens in Omaha, NE—Karen and Rosalie will explore a future trip for the spring, when it is not so hot.
- c. Lunch and Learn: History of Religion in the United States—Janice will offer this class Fall 2024 on Thursdays, starting Sept. 5. During the week in September she will be gone, Joel will do a session on the Decline and Fall of the Roman Empire. or Spring 2025.
- d. Lunch and Learn: The Protestant Reformation—Joel will offer this class Spring 2025 on Tuesdays.
- e. Tour of R Farm Distillery and Farm in Mound City—Karen with check into details. People do not need to drink alcohol in order to enjoy this tour.
- f. The American Solar Car Challenge will be coming through St. Joseph July 23-24. Christine will put information in What's Up This Week.
- g. Other suggestions include going to the Truman Library, and the Negro Museum and Jazz Museum in Kansas City.

VII. New Business

- A. Update Constitution and By-Laws (See Attached) (Christine will make edits, send the documents to the Board by June 15, and give them until June 23 to vote.)
- B. Job Descriptions (Embedded in the By-Laws)
- C. Annual Dues for Regular and Associate Association Membership: \$10 per year; \$15 per year for couple; Dues for Lifetime Membership: One-time \$100; \$150 per couple; or other circumstances approved by the Board. Dues for Pre-retirement members, and for new members retiring after March 31, will be assessed the July 1 following their joining the Association. (Janice—moved approval, Bob—seconded, and passed unanimously) Christine will add this to the By-Laws.
- D. Next General Meeting: Valk 118, 4:00 p.m., August 21, 2024. (This is tentative and will be finalized once there is a final decision on the date of the All-Employee Welcome Back Picnic, to which NWRA is invited.)

VIII. As per the Constitution, July 1, Rosalie Weathermon will be the President and Joel Benson will be the Past President. We thank everyone for their service, and we need to develop a slate of officers to bring to the August General Meeting.

IX. Adjournment—12:57 p.m.

Respectfully submitted by Christine Benson, Secretary.

Constitution

Article I. Name.

The name of this organization is the Northwest Retiree Association (NWRA).

Article II. Purpose.

The purpose of this association is to promote the needs, interests, and welfare of all retired Northwest staff and faculty and to actively support the mission and goals of Northwest Missouri State University.

Article III. Membership.

Section 1. Members.

Any vested retired employee (staff, faculty, salaried, or hourly) and spouse/partner or surviving spouse/partner of a deceased vested retiree of Northwest Missouri State University may become a Regular or Life Member of the Association.

Section 2. Regular Member.

A Regular Member pays the annual dues and shall be entitled to vote, hold office, and participate in the affairs of the Association and to receive all its mailings.

Section 3. Life Member.

A Life Member pays the lifetime fee, does not pay annual dues, and has the same privileges as a Regular Member. On the death of a Life Member, a surviving spouse/partner may assume the life membership.

Section 4. Pre-Retirement Member.

Any active employee or inactive former employee of Northwest Missouri State University eligible for retirement from Northwest may become a pre-retirement member of the Association by paying annual dues. A pre-retirement member shall be entitled to vote, serve on the Board of Directors, participate in the affairs of the Association, and receive all its mailings. To avoid conflict of interest, a pre-retirement member may not hold the office of President of the Association. Upon retirement a pre-retirement member may become a Regular or Life Member.

Section 5. Associate Member.

An individual who retired from an institution of higher education other than Northwest, and who wants to participate in the affairs of the Association and to receive all its mailings may become an associate member upon application to and approval by the membership committee. An associate member pays annual dues, is entitled to vote and serve on a committee, but may not be an officer or member of the Board. An associate member who pays the life membership fee is a Life Associate Member and is not subject to annual dues.

Section 6. Honorary Member.

An individual whom the Association wishes to honor may be awarded an Honorary Membership through election by the Board of Directors. Honorary Members may participate in the affairs of the Association and receive Association mailings. Honorary Members pay no dues and are not entitled to vote or hold office.

Section 7 6. Eligibility.

Questions about eligibility of an individual for any category of membership shall be determined by the Membership Committee with approval by the Board of Directors.

Section 8 7. Membership Year and Fiscal Year.

The membership year and the fiscal year shall be concurrent, beginning July 1 and ending June 30.

Section 9 8. Membership Dues.

Dues of the Association, assessed on July 1, shall be recommended by the Board of Directors and approved by a majority of the Association members who vote. ~~present and voting at a meeting of the Association. No dues are assessed for the first full year of membership.~~

Article IV. Meetings of the Association.

Section 1. There shall be a ~~reception and meeting of the Association members at the beginning of the fall term, the end of the fall term, and at the end of the spring term of each year.~~ Business matters may be conducted at these meetings, and there shall be an election of officers and Board members at the spring meeting with service beginning with the new membership/fiscal year.

Section 2. Special meetings of the Association may be called by the Board of Directors on its own initiative or by petition signed by at least one-fourth of the members of the Association entitled to vote to consider a matter which shall have been stated in the petition.

Section 3. A quorum for the transaction of business shall consist of the members in attendance at an Association meeting. A majority of those present and voting shall determine business matters.

Section 4. For actions requiring a vote of the Association, votes will be accepted in a variety of ways. Ten days prior to the meeting, the secretary will send the proposed action to the Association. At the meeting there will be discussion, proposed amendments, etc., and those present may vote. The secretary will send out any amendments within 3 days of the meeting, and members have until 10 days after the meeting to vote.

[The following was edited because it was redundant with Article VI, Section 2.]

Article V. The Board of Directors.

Section 1. There shall be a Board of Directors consisting of the four officers, the Past President, and five other elected members of the Association. ~~Elected Board members who shall serve terms of two years. In addition, each president, after completion of the term of office, shall serve as a voting member of the Board for one year.~~ The President may appoint a ~~corresponding secretary, an historian, a newsletter editor and a web manager committees, as needed. Members of committees who may sit with the Board and participate in Board discussions, but only elected Board members may vote. without vote.~~ The term of office for Board members shall begin July 1st following the spring elections.

Section 2. Vacancies which may occur, other than that of President, shall be filled by appointment made by the President with approval of the Board of Directors. Such appointments shall run through the unexpired term of the vacated position.

Section 3. There shall be at least one Board meeting in each quarter of the calendar year. In addition, special meetings may be called by the President or by the written request of a majority of the Board of Directors.

Section 4. A majority of the members of the Board of Directors shall constitute a quorum for the transaction of business. A majority of those voting shall determine the business matters before the Board. For actions requiring a vote of the Board, votes will be accepted in a variety of ways. Ten days prior to the meeting, the secretary will send the proposed action to the Board. At the meeting there will be discussion, proposed amendments, etc., and those present may vote. The secretary will send out any amendments within 3 days of the meeting, and members have until 10 days after the meeting to vote.

Article VI. Officers of the Association.

Section 1. The officers of the Association shall be the President, the Vice President/President Elect, the Secretary and the Treasurer.

Section 2. The President and the Vice President/President Elect shall each serve a term of one year. The Secretary (*elected in even years*) and the Treasurer (*elected on odd years*) shall each serve a term of two years. The terms of office for officers shall begin July 1st following the spring elections. The President, after completing the term of office, shall serve as a voting member of the Board for one year.

Section 3. The duties and responsibilities of the officers shall be as outlined in the Bylaws.

Article VII. Committees.

There shall be standing committees as provided in the Bylaws and such *ad hoc* committees as shall be determined by the President and the Board of Directors.

Article VIII. Amendments.

~~Amendments to the~~ The Constitution, Bylaws, and other official documents of the Association that are approved by the Board may be amended by a majority of the membership of the attending an Association who vote. (See Article IV, Section 4 above) ~~meeting provided that members have been notified of the proposed amendment(s) at least twenty one days in advance of such vote.~~ Such amendments shall be moved by the Board of Directors.

Article IX. Dissolution.

As a part of a dissolution of the Association all remaining funds shall be transferred to the Northwest Retirees Association Scholarship Fund of Northwest Foundation or to one or more scholarship funds at Northwest Foundation as directed by the Board of Directors.

Bylaws

Section 1. Responsibilities.

The Board of Directors shall

- A. direct activities of the Association between meetings;
- B. formulate and recommend policies of the Association;
- C. negotiate with any group or organization in the interest of the Association;
- D. establish policies for expenditure of Association funds;
- E. perform such other duties as may properly pertain to the activities of the Association or as may be provided in the Constitution or Bylaws.

The President, with advice and consent of the Board of Directors, shall

- A. establish the agenda for, and preside at, the meetings of the Association and of the Board of Directors;
- B. oversee the appointment of the membership of all committees;
- C. foster programs and activities to accomplish the purpose of the Association and provide leadership for the officers and committees;
- D. arrange for the writing, printing, and mailing of all Association newsletters, notices and other communications;
- E. provide leadership in efforts to recruit and retain members of the Association;
- F. create necessary ad hoc or special committees and assign specific duties to Board members;
- G. serve one year as a voting member of the Board, after completing the term of Office;
- H. assure that the financial records of the Association be audited in conformance with the Northwest Foundation practices every year.

The Vice-President/President Elect shall

- A. fulfill such responsibilities as may be agreed upon by the President and the Vice-President;
- B. assume the responsibilities of the President in his/her absence;
- C. Review both NWRA websites and social media pages at least monthly to verify that they are current and notify custodians of any changes that need to be made.

The Secretary shall

- A. be responsible for the records of the Association and shall maintain permanent records of the Association and the Board of Directors;
- B. keep a current membership list with contact information;
- C. record and publish minutes of Board and Association meetings;
- D. register members at Association meetings;
- E. keep on file a copy of the current Association Constitution and Bylaws;
- F. keep on file a copy and maintain a record of who has served, and when, on the Board;

- G. count and record votes in all forms approved by the Board.
- H. Manage all emails going through NWRetirees@nwmissouri.edu

The Treasurer shall

- A. manage the funds of the Association in cooperation with the Northwest Foundation, including scholarships;
- B. conduct the financial affairs of the Association by providing information and advice to the Board of Directors and implementing the policies and procedures set by the Board of Directors;
- C. deliver a written report at each Board of Directors Meeting that includes the new members who have joined since the last meeting;
- D. deliver a financial report to the membership of the Association at general meetings.

Additional Appointees

As needed, the President, with advice and consent of the Board of Directors, shall appoint members to fulfill the following roles. Additional roles may be added by the Board of Directors as needs arise.

The Newsletter Editor shall

- ~~A. assist the officers in preparing and mailing of all Association newsletters, notices and announcements;~~
- ~~B. assist the Web Manager by maintaining the accuracy, currency and relevance of the news pages and copies of the newsletters on the Association Website.~~
- ~~C. deposit copies of all official Association documents with the Association Archives once a year;~~
- ~~D. assist the Web Manager by maintaining the accuracy of the Association Website Archives.~~

The Corresponding Secretary shall assist the officers by preparing and mailing all Association correspondence.

The Web Manager shall oversee the content and format of the Association web sites.

Section 2. Committees.

As provided above, committee members shall be appointed by the President with advice and consent of the Board of Directors. Committee functions shall be as established in the Bylaws, or as appropriate, by the President, with notification to the Board of Directors and to the committee members as they assume their duties. The Chair of each committee shall summarize quarterly committee activities in a written report to the President before each regular Board meeting.

Section 3. Standing Committees.

A. Each Standing Committee shall

- ~~have at least three members, including the Chairperson, who shall provide the agenda for and preside over at least one meeting each quarter;~~
- i. maintain a Procedures Guide which details the ways in which the committee discharges its responsibilities;

- ii. send newsworthy articles about committee activities to the Board of Directors for inclusion in Association Newsletters and for posting on the websites.

B. Standing committees are as follows:

- i. Communication Committee;
Communications Manager will do the following:
 - a. coordinate the Social Media Manager, Newsletter Manager, Web Manager, and others, if needed, to help find and share information;
 - b. Write What's Up This Week and email it to NWRA members;
 - c. Write What's Up This Month and send it to the appropriate person at the Foundation as an attachment to an email, so that person can mail it to members who do not have an email.

Social Media Manager will monitor, post, update, and otherwise maintain the Association Facebook page;

Newsletter Manager will write and format the semi-annual newsletter of the Association.

The Web Manager will update the calendar under Up-coming Events on <https://nwretirees.org/>, the Association's supplemental companion site and help the Newsletter Manager with formatting, if needed.

- ii. Program/Events Committee;
Solicit activities for the Association and organize the fall Welcome Back event.
- iii. Membership Committee;
To promote new and continued membership in the Association, write/revise annually an invitation letter to retiring faculty, retiring staff, employees who attend retirement preparation meetings, and a welcome letter to new members.
- iv. Benefits Committee;
Monitor and update on the Resources page of <https://nwretirees.org/> benefits to retirees, including but not limited to Medicare and Social Security.

Section 4. Dues.

- A. Approved at the May 9, 2019 Board meeting: Annual Dues for Association Membership: \$10 per year; \$15 per year for couple
- B. Approved at the June 13, 2024 Board meeting: Annual Dues for Regular and Associate Association Membership: \$10 per year; \$15 per year for couple; Dues for Lifetime Membership: One-time \$100; \$150 per couple; or other circumstances approved by the Board. Dues for Pre-retirement members, and for new members retiring after March 31, will be assessed the July 1 following their joining the Association.