

**University of Idaho Retirees Association (UIRA)  
Reference Manual (updated 2/17/12)**

UIRA website is at: [www.uidaho.edu/alumni/chapters-and-groups/universityofidahoretireesassociation](http://www.uidaho.edu/alumni/chapters-and-groups/universityofidahoretireesassociation)

This manual has been prepared primarily for use by the officers and other members of the UIRA Board and other retirees assigned to special duties on behalf of UIRA. The manual was prepared in January 1993 and is updated annually.

### **Historical Sketch of UIRA**

Officially incorporated in 1979, UIRA has a membership of over 600 from every part of the university—staff, faculty, and administration. The membership represents all disciplines and interests and provides a means for continued involvement with the programs and activities of the University. The UIRA actively communicates with representatives of the university, government, and other groups on matters relating to the welfare of retired persons.

On Feb. 15, 1978, Bruce Bray, then faculty secretary, sent a memo to Faculty Council suggesting the chairman be asked to appoint an ad hoc committee to consider the possibility of organizing an association of faculty emeriti and to make recommendations to the Council as to its structure and function. Bray noted that “such an association could give retired faculty members, particularly those who stay in the Moscow area, a regular mechanism for continued participation in the life of the University.”

A motion to appoint the ad hoc committee to make recommendations was passed unanimously by Faculty Council at its next meeting and Chair Elizabeth Stevenson appointed Elna Grahn as chair, and Alfred C. Dunn, Richard A. Johnston, and H. Robert Otness were to serve with her. Thus, the machinery was set in motion for the creation of what is now the University of Idaho Retirees Association.

That fall a fairly large group of retirees met in the Blue Bucket of the SUB for lunch and expressed enthusiasm for developing an association. Grahn stepped down as chair (see “UIRA History, The First Years” that appeared in the UIRA Report 2005), and Kenneth A. Dick took over as chair of the task force and oversaw the drawing up of the Articles of Incorporation. He became the first president of UIRA in 1979. A short time later, membership was expanded to include all UI retirees, non-faculty, as well as faculty.

### **UIRA History, The First Years**

In spring 1977, Elizabeth Stevenson, who was then chair of the University of Idaho Faculty Council, appointed Elna Grahn, a professor emeritus of mathematics, to chair a committee of university retired people interested in forming the organization. Many meetings were held by the original core group.

Carl Kiilsgaard, who worked in the Office of University Relations and Development in the UI President’s Office, was consulted regarding how to obtain sanction from the University Administration. President Ernest Hartung and his wife, Mary, were approached, but the suggestion had too many obstacles at the time for them to go further.

The first noon luncheon of the core group was held in April 1977 in the Student Union Building “Blue Bucket.” An invitation was issued to all interested UI retirees. Kiilsgaard attended this event, as did 35 other people.

Dr. Richard Gibb was inaugurated as president of the University of Idaho on July 1, 1977. The first week of July, Kiilsgaard approached Dr. Gibb to ask for support from both he and his wife, Betty, in forming the retirees' organization. This support was wholeheartedly given, and Kiilsgaard was appointed as the liaison between the President's Office and the University of Idaho Retirees.

The first all-out gathering of the new retirees' association was held in September 1977 at the president's home with a reception on the lawn. About 90 people attended. Sina Kiilsgaard, Carl's daughter, and the Gibb's daughter, Connie, were house hostesses to conduct tours of the president's home. Cora Theophilus and Ladore Steffens served punch. That night a banquet was held, which was hosted by President Richard and Betty Gibb.

Around this time, Grahn received a grant from the American Association of University Women (AAUW) to write a book about her time in the military with her husband, Ed, who then was the dean of UI Graduate Studies. Because of the book assignment and her husband's poor health, she had to give up her leadership work with the retirees and turned over the chairmanship of the retirees' organizational effort to Ken Dick, former UI financial vice president.

The official incorporation of University of Idaho Retirees was delayed for some time as part of the core group wished the membership to include only honored faculty and others wanted the membership to include all honored UI retirees. Alf Dunn, UI art professor emeritus, and Grahn firmly held out until approval was given to include all honored retirees.

The original charter—showing 119 regular and 37 associate members and nine individuals who served on the first board of directors—is hanging in the University of Idaho Faculty Council Lounge in Brink Hall. Kenneth A. Dick was the charter president, and Elna H. Grahn was the charter treasurer.

The formative years for University of Idaho Retirees Association were 1977-78, although its incorporation by the State of Idaho was on Jan. 12, 1979, thus the 25th year observance in 2004. Even though all legal strings had not been tied until the incorporation date, this organization actually had its beginning in 1977 by President Gibb's offer of support in July of that year.

*(prepared by June Kiilsgaard, UIRA Class of 2003)*

Established during the year 1978-79 and granted its Certificate of Incorporation by the State of Idaho on the 12th day of January 1979. Following this an invitation for membership was issued. All memberships received through 30 April were recognized as CHARTER MEMBERS and are so recorded hereon...

Regular Members

Ruth Anderson  
Nancy Atkinson  
James W. Bailey  
John L. Barnhart  
T. Donald Bell  
Ray M. Berry  
Ruth H. Boas  
Lalia Boone  
Bernard C. Borning  
W. J. Brockelbank  
Mildred Burlingame  
Vernon H. Burlison  
Russell L. Chrysler  
Rex Madison Collier  
Hilda M. Cornish  
Warner H. Cornish  
Cleon C. Cowin  
Helen H. Cunningham  
John H. Cushman  
Glenn E. Davis  
Cedric d'Easum  
Charles O. Decker  
Merrill E. Deters  
Kenneth A. Dick  
Alfred C. Dunn  
Donald D. DuSault  
Herbert M. Edwards  
Hazel M. Erickson  
Lambert C. Erickson  
Arthur W. Fahrenwald  
Marion Featherstone  
Carolyn Folz  
William E. Folz  
DeLance Franklin  
Marian I. Frykman  
George Gagon  
Raphael S. Gibbs  
Catherine Gibert  
Eugene Giles  
Edgar H. Grahn

Elna H. Grahn  
Leon G. Green  
Robert F. Greene  
Donald A. Gustafson  
Mildred Haberly  
Frank E. Hackler  
Erma O. Hanson  
Mae F. Harney  
Hubert E. Hatstrup  
Dorothy Henrikson  
H. G. Hilfiker  
Dwight S. Hoffman  
Anton A. Horn  
Merrill Horney  
Robert E. Hosack  
Kenneth E. Hungerford  
Allen S. Janssen  
Peter M. Jesness  
Henrik D. Juve Sr.  
Thomas B. Keith  
Mildred H. Kerr  
Dwight L. Kindschy  
Eric B. Kirkland  
Mary B. Kirkwood  
James E. Kraus  
Mabel Locke  
Jim Lyle  
Hall M. Macklin  
Boyd A. Martin  
James W. Martin  
Gilbert Matson  
John L. McMullen  
Elbert G. McProud  
William C. Moore  
Marjorie C. Neely  
Jennie L. Nesbit  
Elsine Nielsen  
Mary N. Nordlund  
Esther Nystrom  
Ella L. Olesen  
H. Robert Otness  
Glenn B. Owen

Alpha M. Pedersen  
Chris P. Pedersen  
Roland W. Portman  
Gretchen L. Potter  
Malcolm M. Renfrew  
Margaret Ritchie  
Richard H. Ross  
Agnes C. Schuldt  
Lloyd H. Scrivner  
R. H. Seale  
Grace R. Shaffer  
Ted Sherman  
Hervon L. Snider  
Emmet E. Spiker  
Beatrice Stalker  
Dorothy Stephens  
Mrs. Howard B. Stough  
Edwin W. Tisdale  
Carl G. Torrell  
Thomas Rex Walenta  
Margaret Walker  
Chiwu Wang  
Roscoe D. Watson  
Joseph W. Watts  
J. Frederick Weltzin  
Arnold Westerlund  
Opal D. White  
A. E. Whitehead  
Alvin C. Wiese  
L. M. Williams  
Herbert A. Winner  
R. Martin Wise  
George W. Woodbury  
Kathryn S. Woodbury  
Frank Young  
C. O. Youngstrom  
Mary V. Zaehring

Dorothy I. Burlison  
Maurine Cherrington  
Minnie Cowin  
Kathryn M. Cushman  
Elizabeth J. Dick  
May Farmer  
Ellen O. Fourt  
Gwen Green  
Mrs. H. C. Harmsworth  
Mrs. R. E. Hosack  
Mrs. Reuben F. Johnson  
June E. Judd  
Ruth E. Kendrick  
Mrs. Thomas S. Kerr  
Mary Jane Kindschy  
Lois Kirkland  
Doris Lyle  
Marian M. Manis  
Beulah L. Martin  
Vena McProud  
Mrs. Gale L. Mix  
Lillian Otness  
Vivian Owens  
Marjorie D. Peterson  
Frances J. Prichard  
LaVerne Schwartz  
Grace E. Slipp  
Mrs. H. S. Smith  
Cora Theophilus  
Grace J. Wicks  
Edith Young

Associate Members

Mrs. Harold Amos  
Beulah J. Baker  
Mary N. Banks  
Mrs. Robert K. Bonnett  
Katy Rae Boyer  
Mrs. Packey Boyle

Original Board of Directors

Kenneth A. Dick, President  
William C. Moore, Vice President  
Vernon H. Burlison, Secretary  
Elna H. Grahn, Treasurer

Carolyn Folz  
Eric B. Kirkland  
James W. Martin  
Elbert G. McProud  
H. Robert Otness

**UIRA Presidents**

|      |                   |      |                    |
|------|-------------------|------|--------------------|
| 2012 | Kathleen Johnson  | 1993 | Glenn Lewis        |
| 2011 | Earl H. Bennett   | 1992 | Art Gittins        |
| 2010 | Bill Shane        | 1991 | Bert Cross         |
| 2009 | Lois Pritchett    | 1990 | Floyd Frank        |
| 2008 | Doug Pals         | 1989 | William Parish     |
| 2007 | Kathleen Johnson  | 1988 | Elbert Barton      |
| 2006 | Jerry Adams       | 1987 | Kenneth Hungerford |
| 2005 | Bill Belknap      | 1986 | Nancy Atkinson     |
| 2004 | Dick Bull         | 1985 | Bernard Borning    |
| 2003 | Larry O'Keeffe    | 1984 | Charles Decker     |
| 2002 | Joyce Presby      | 1983 | James Kraus        |
| 2001 | Flip Kleffner     | 1982 | Dwight Kindschy    |
| 2000 | Maurice Johnson   | 1981 | Vernon Burlison    |
| 1999 | Pete Haggart      | 1980 | William Moore      |
| 1998 | Ken Laurence      | 1979 | Kenneth Dick       |
| 1997 | Duane LeTourneau  |      |                    |
| 1996 | Floyd Peterson    |      |                    |
| 1995 | Everett Samuelson |      |                    |
| 1994 | Ann Goff          |      |                    |

A plaque noting the past presidents is maintained by the UIRA. Each year the current president has the plaque updated to include the immediate past president's name and year of service.

**UIRA Board Members** (past and present)

Board Members for the UIRA serve a three-year term. The board members are referred to as the "Class of . . .", which denotes the expiration year of their term.

**Ex-Officio Member**

Alumni Relations, P.O. Box 443232, Moscow, ID 83844/885-6155.

[uira@uidaho.edu](mailto:uira@uidaho.edu)

[hcooke@uidaho.edu](mailto:hcooke@uidaho.edu)

**UIRA Officers**

The secretary, treasurer, and vice-president for the following year are elected by the board at the December meeting. Traditionally, the nomination comes from a committee of past presidents, chaired by the incoming president.

The general duties and responsibilities of the officers of UIRA are addressed in the bylaws. Please refer to Article 5, Section 4 for this information. (Normally the president will appoint the vice-president to oversee the update of this manual for the next year.)

The above-named officers constitute the UIRA's executive committee which may meet from time-to-time to consider matters which pertain to UIRA business.

### **UIRA Office**

The UIRA files are kept in the Office of Alumni Relations in the Alumni Center Building. The office phone number is 885-6154, and the office fax number is 885-6975. UIRA dedicated email address, opened by OAR staff is [uira@uidaho.edu](mailto:uira@uidaho.edu)

UIRA website is at:

<http://www.uidaho.edu/idahovandals/programs/universityofidahoretireesassociation>

### **Board Meetings**

Meetings of the Board are held each month, except for June, July, and August, beginning at 9:30 a.m., unless otherwise instructed by mail. The meetings are currently held in the College of Agricultural and Life Sciences, Room 62. Notice of each meeting will be sent by mail to board members along with a meeting agenda, copy of the previous meeting's minutes, and any support materials related to the meeting's business. Meetings last from one hour to two hours.

### **Annual Meeting**

An annual meeting of the UIRA membership is held each fall in Moscow, usually the second Thursday in November. Activities include reports from the UIRA board officers and committees and presentations by the university administration, followed by a luncheon. In recent years the luncheon has honored new recipients of the Treasure Award. (For details see SOCIAL COORDINATORS.)

### **Budget Process**

The budget is developed by the Executive Committee and presented to the Board for approval at the January meeting.

Each January all income that has accrued over the past year in our special income-generating account (The Kemper Fund, with D.A. Davidson) will be brought to the Board for a decision on disposition of those moneys.

Following action by the Board at its January meeting, the President will notify the Chairman of each Committee (which requires operational funds) of a general figure available for that Committee's use.

All other income received during the year will be handled as follows: (1) life dues will be recorded as "Reserve" and placed in our savings account: (2) other monies received will be so recorded and placed in our checking account.

Upon receipt of the annual audit report (usually in April) the Treasurer will transfer a specific amount of money (as stipulated in the audit report) from the reserve to the checking account.

At each meeting of the Board, the Treasurer presents a current status report of fiscal actions and fund balances. The complete financial report is prepared and presented by the Treasurer at the membership's annual meeting.

The University of Idaho Alumni Association provides the UIRA with approximately \$1,500 annually for operating expenses.

### **Standing Committees and Assignments**

The chairmen of all standing committees and other regular assignments are appointed by the in-coming UIRA president at the December or January meeting and confirmed by the Board. Membership on committees is left to the discretion of each of the appropriate chairmen. The chairman of each Committee is asked to present the President with a list of all members of that Committee. All chairmen (who are not members of the Board) are strongly requested to attend Board meetings. Chairmen for the various UIRA Committees appointed by the UIRA President:

- Audit
- Benefits
- Caring
- Membership
- Memorials
- Scholarship
- Social Arrangements
- Special Programs
- Idaho Treasure Award
- UIAA Rep.

#### **A. AUDIT COMMITTEE**

Traditionally, a single individual has handled the audit and each auditor has usually served a number of years. The auditor conducts the yearly audit on a calendar year basis and presents a detailed report, in standardized format, to the Board at its January meeting. The report is then considered for approval by the Board (including all addressing actions recommended in the report).

#### **B. BENEFITS COMMITTEE**

The major responsibility of this committee is to obtain and disseminate among UIRA members information relating to services, regulations, laws, legislative activity, insurance benefits and costs, pension fund allocations, and similar items of financial concern to retirees. The UIRA Insurance Advisory Committee's specific areas of concern are to:

1. maintain close contact with the Risk Management Office at UI particularly as it relates to retirees' health insurance programs;
2. maintain regular contact with the PERSI office regarding their services, including tracking COLA and fund solvency activities, etc.;
3. maintain contact, through UI, with activities relative to Federal Employees Retirement System (FERS), etc.;

4. maintain increased awareness of TIAA, CREF, VALIC, etc., programs as these programs grow for newer retirees.

C. CARING COMMITTEE

One UIRA member has handled the duties related with this assignment each year. It is the responsibility of that person to learn of members and/or those of a member's immediate family who are ill or have passed away and extend, on behalf of the UIRA, our wishes for a speedy recovery or condolences, as appropriate. For this committee to be effective it will be important for the chairman to communicate regularly with the UIRA Board members, training those members to be attentive to the Chairman's need for current information. The Chairman provides a cumulative list of his/her activities to the UIRA Report editor.

D. MEMBERSHIP COMMITTEE

The Committee should work closely with the liaison from the Office of Alumni Relations to:

1. Obtain names of retired faculty and staff members from Human Resources.
2. Send retirees a letter of invitation from the UIRA president to include:
  - (a) retirement brochure,
  - (b) membership application form and
  - (c) UIRA Report
3. Prepare and send (December) with assistance from the Office of Alumni Relations staff renewal notice to all regular members.
4. Send a reminder to all unpaid regular members in summer. Note: Names of regular members who do not renew by December 1 will be removed from the membership roster.
5. Assist the Office of Alumni Relations liaison in maintaining a current roster.

E. SCHOLARSHIP COMMITTEE

The Scholarship Committee should consist of at least three members of the UIRA. The committee is responsible for determining the number of awards to be given, and their amounts, as interest on the endowment increases. The committee advertises the availability of the annual UIRA Scholarship—TO PRE-DETERMINED STUDENTS and is responsible for receiving, reviewing, and submitting its Ranking recommendation to the UIRA Board for action at the April meeting. The Committee will need to work with the Office of Alumni Relations liaison AND OFFICE OF FINANCIAL AID—After the UIRA Board has approved the Scholarship Committee's recommendation for scholarship RECIPIENT(S) the chairman will send a memo to the Director of Financial Aid, giving the name and address of the scholarship RECIPIENT(s) for the purpose of notifying the RECIPIENT(s). The chairman of the committee will send letters to all scholarship applicants notifying them of the status of their application.

## F. SPECIAL PROGRAMS

This committee is responsible for organizing a series (usually three) programs that follow scheduled luncheons. Lists of each series are made by January and given to the Office of Alumni Relations liaison to be printed and mailed to local UIRA members.

## G. SOCIAL COORDINATORS

The Social Coordinators schedule and coordinate all UIRA social events during the year of their appointment. Two people are usually appointed each year for the job.

### 1. Planning

The Social Coordinators present a schedule of dates, types, and locations for UIRA socials for the year to the Board of Directors in December for approval. The approved schedule is printed in the UIRA Report.

The Social Coordinators coordinate the room layout, decorations, food and drink selection, entertainment, equipment needs, serving personnel, handicapped access, and costs for the socials.

Note: At least one dollar per plate is added to the charge for the meal to cover the costs of the guest meals. The advertised meal price will include the tax and gratuity per plate charges.

Note: A no-host bar is requested of the restaurant at all luncheon and dinner events (not held on the UI campus).

### 2. Notification

The Social Coordinators provide complete information about the socials to the Office of Alumni Relations liaison one month prior to the event for use in preparing a notice to the UIRA membership about the social. The Office of Alumni Relations provides the Social Coordinators with a final meal count four days prior to the scheduled event.

The UI Administration is sent notices of each event, but will not be hosted guests of the UIRA, with the exception of the President and the liaison.

Note: The UIRA President via Office of Alumni Relations will send a letter of invitation to the UI President to all UIRA socials.

### 3. Event Management

The Social Coordinators works with the UIRA Treasurer who arranges for a cash box with sufficient “start up” cash to make change at each social (as appropriate), a table with two chairs, placed at the entrance to the social, and arranges for the UIRA Treasurer to collect money at each event.

4. Expenses

Expenses incurred by Social Coordinators are submitted to the UIRA Treasurer for payment.

5. Approved activities:

Note: The Social Coordinators are not limited to these activities.

- a. Valentines Luncheon is usually held on a Thursday near February 14. Entertainment is also presented.
  - b. Spring Luncheon: usually held on the first or second Thursday in April at noon. Entertainment is a component of this activity.
  - c. Summer Barbecue: usually held on the third Thursday in July.
  - d. UIRA Annual Meeting: The outline of events is established at the October board meeting. A typical schedule includes:
    1. the annual meeting--coffee, punch, and cookies are provided
    2. a presentation immediately after the annual meeting on a topic of general interest by a UI representative
    3. a no-host luncheon is held on this same date (in recent years this has been the Treasure Award Luncheon)
  - e. A Fall Luncheon has been added on the fourth Thursday in September
  - f. December Christmas Reception: precedes the UI President's Holiday Dinner Dance, which is usually held the first weekend of December. There is no charge to the membership for this reception.
- H. Social Event Registration Procedures:
1. The Office of Alumni Relations liaison mails each UIRA member a notice for each scheduled event. It is the responsibility of the retiree to respond by phone or email to make their reservations for the event.
  2. The Office of Alumni Relations consolidates all reservations as reported and calls that total in to the Social Coordinators no less than four days in advance of the event.
  3. An alphabetical listing of all members, including name tags, who are attending a social is prepared by the Office of Alumni Relations for use in checking names at the event. A check-in table is situated at the entry door the cashier.
- J. UIRA NIGHT AT THE REPERTORY THEATRE

Begun in 1997, this event provides an opportunity for UIRA members to attend a play preceded by refreshments. UIRA members who do not have season tickets may obtain tickets at a reduced price. The chair of this event works with the Director of Marketing of the IRT in selecting a play and the date. Plans must be coordinated with the summer picnic and made well in advance to allow for publicity and reservations.

#### K. UIRA REPORT

The organizing, assembling, and editing of the annual edition of the UIRA Report (mailed in January/February) involves working closely with the Office of Alumni Relations liaison, Board Officers, Memorial Chair, and a cadre of reporters throughout our membership area. It is the responsibility of the editor(s) to review, update, and maintain an adequate and active group of reporters to assure good coverage of the activities of our membership.

Sections of the UIRA Report should include comments from the UIRA President, listing of new members, information on social activities, announcements of special interest to retirees, reports from the Board and Standing Committees, a calendar of events planned the next year, and "In Memoriam". UIRA members and retirees who are not UIRA members who have died should be recognized.

The editor(s) especially need to stay in close contact with the Board and appropriate committee chairs and be alert to actions of the University administration and state government which affect directly, or are of special interest to our membership.

An updated list of the UIRA membership is published yearly in the UIRA Report (eliminated 2008).

The final copy of the UIRA Report is prepared with assistance of the Office of Alumni Relations liaison and presented to University of Idaho Printing and Design Services for duplication. The editor(s) will arrange for newsletter mailing to the membership.

#### L. UIAA REPRESENTATIVE

The UIRA Board in January shall appoint a representative to serve on the University of Idaho Alumni Association Board as a representative. Expenses for conducting duties of representation, such as travel and lodging to regular UIAA regular board meetings, shall/may be reimbursed from the UIRA general fund as needed.