

Administration Committee 11/30/2016 Meeting Minutes

The Administration Committee met November 30 at 1 p.m. in the ElderStudy classroom. Present were Judy Crissman, Anne McGrath, Mike Redding, Mel Wright, Jack Allison, John Thompson, Bryn Pavek, Dottie Meyers, Joan Bitely, Peggy Johnson, Peggy Verdine, Chuck Watkins, Alan Zirkle, and Barbara Barrett.

Treasurer John Thompson presented the preliminary Operations and Balance Sheet Reports covering ElderStudy's finances for the September 1-November 29, 2016 period. Income was slightly higher than expected; expenses were on track for the period covered.

Connie Block completed the 2015-2016 audit two months ago. She then emailed her October 3 report to the Administration Committee Chairman and Board President. The Committee reviewed the report and was pleased, but not surprised, that Ms. Block found "no errors, inconsistencies or exceptions. The outstanding organization of the financial record notebook and monthly document files made auditing a straightforward process. The Treasurer should be commended." After Board approval of the audit report, the Treasurer will file the Federal Tax Return for ElderStudy's Fiscal Year (September 1, 2015-August 31, 2016).

Under New Business, the Committee addressed two items, the first being the amount of the Bachelor of Liberal Studies (BLS) Scholarship for the 2017-2018 academic year. The Board-approved 2016-2017 budget includes \$1,000 for the BLS Scholarship. This is the same amount specified for the scholarship when it was established in 1995. A brief discussion ensued about raising the amount. Mel Wright moved that the Committee recommend to the Board increasing the amount to \$1,200. The motion was seconded and passed unanimously.

The second item of new business was the purchase of a wireless microphone. About a month ago Joan Bitely had asked about purchasing an inexpensive, effective, handheld wireless microphone for use by (1) sponsors to introduce speakers and (2) members to pose questions to the speakers. (Only speakers are "miked" and many audience members have difficulty hearing others who are not.) Jack Allison, after consulting with Dennis Van Derlaske, Alan Zirkle and others, purchased a suitable microphone (with a full refund policy) and successfully tested it at our meeting. The cost was \$35. Mel Wright moved that the Committee recommend Board-approval of reimbursing Mr. Allison for this expense, plus minor costs related to its safe storage, and charging those expenses to the "Classroom Contingency" line item. The motion was seconded and passed unanimously.

There was no other new business.

The next meeting of the Administration Committee is February 28, 2017 (Tuesday) at 1 PM in the Center for Lifelong Learning classroom. **(Correction: February 22, Wednesday, at 1 PM.)**

The meeting was adjourned at 1:30 p.m.

Barbara Barrett, Chairman